



One World

MONTESSORI NURSERY

Policies and Procedures

Reviewed October 2021



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MONTESSORI NURSERY

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Glossary

The following terms are used throughout this document and refer to:

Early Years Foundation Stage (EYFS) – the statutory framework for care and early learning in England. A revised framework was published in March 2021 and came into force from 1 September 2021. It is mandatory for all Early Years providers, including maintained schools, non-maintained schools, independent schools, all providers on the Early Years Register and all providers registered with an Early Years childminder agency.

OFSTED – is the Office for Standards in Education, Children’s Services and Skills and regulates and inspects Early Years providers in England against the EYFS.

Parents – refers to mothers, fathers, legal guardians and the primary carers of looked after children.

Practitioner – any adult who works with children in a nursery.

Key Person – the named member of staff assigned to a child. Their role is to help ensure that every child’s care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

‘One World’ is understood to be an abbreviation of, and refer exclusively to, One World Montessori Nursery and the two terms are used interchangeably throughout this document.

What are Policies and Procedures?

A policy is a collectively agreed statement of beliefs. It is a course of action recommended or adopted by an organisation. Policies inform procedures.

A procedure is a way of doing something: a written method or a course of action to be taken in particular circumstances.

A comprehensive set of policies and procedures demonstrate a professional approach to processes and practice as well as, where applicable, compliance with the requirements of law. It is essential to have robust and clear policies and procedures which staff can understand, follow and implement to ensure high quality provision.

Policies and procedures enable nurseries to plan and provide evidence that sound practice is taking place. They set a baseline, underpinning decisions made every day, and act as reference points for all practice in the nursery. They form the core processes upon which parent partnerships are based. When parents consider placing their child in a nursery, the policies and procedures outline for them the underlying ethos behind that particular nursery. How parents feel a nursery's beliefs and ethos fit with their own beliefs will determine whether they send their child to the nursery.

Section I – The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage (EYFS) is the statutory framework for care and early learning in England. A revised framework was published in March 2021 and came into force from 1 September 2021. It is mandatory for all Early Years providers, including maintained schools, non-maintained schools, independent schools, all providers on the Early Years Register and all providers registered with an Early Years childminder agency.

The EYFS requires providers to have systems in place to follow health and safety legislation, to meet the requirements of the Equality Act 2010 and to be responsible for managing children's behaviour in an appropriate way.

The following written policies are legal requirements in the EYFS for group provision:

- Child Protection.
- Responding to Specific Health Needs of Children who are Ill or Infectious.
- Administering Medicines.
- Complaints.

1: Child Protection

This includes the overall summary for Safeguarding and Child Protection, Intimate and Safe Care, Whistleblowing, Allegations Against Staff, Prevent Duty, Online Safety, Human Trafficking and Modern Slavery, Domestic Abuse, Use of Mobile Phones and Other Electronic Devices and Social Networking Policy. The policy includes the referral process with named individuals who are responsible for reporting concerns and the contact details of the local authority children's care team and Local Authority Designated Officer (LADO) to report concerns.

2: Equality

This includes the overall summary of Inclusive Practice, Special Educational Needs, Looked After Children and Dealing with Discriminatory Behaviour.

3: Health and Safety

This includes the overall summary of Health and Safety. Further recommended information can be found in the Health and Safety section.

4: Responding to Specific Health Needs of Children who are Ill or Infectious

This includes the Sickness and Illness Policy and Infection Control Policy. Further recommended policies and procedures can be found in the Best Practice section.

5: Administrrating Medicines

This includes the Medication Policy and Medication Book.

6: Managing Behaviour

This includes the Promoting Positive Behaviour Policy and Biting Policy.

7: Overall Approach to Risk Assessment

This includes the new Risk Assessment Policy.

8: Complaints

This includes the Complaints and Compliments Procedure.

Safeguarding and Child Protection Contacts in Hammersmith and Fulham

For a discussion about any concerns you have regarding a child, please contact the Initial Contact and Advice Team (ICAT) where you will get straight through to a Social Worker on 020 8753 6610 (Out of hours – 020 8748 8588).

For case consultations, please contact the Child Protection Advisers:

Tricia Hunte
Charlotte Holt
Piyush Bhattacharya
Telephone: 020 8753 5125

For LADO consultations and referrals please contact the Duty Child Protection Adviser on:

Telephone: 020 8753 5125
Email: LADO@lbhf.gov.uk

If you cannot reach a Duty Child Protection Adviser, you can contact:

Megan Brown
Safer Organisations (incorporates LADO) and Safeguarding in Education manager
Telephone: 020 8753 5125
Email: megan.brown@lbhf.gov.uk

Emily Harcombe
Family Support and Child Protection Advisor (Monday to Wednesday only)
Telephone: 020 8753 6918
Mobile: 07467 734 648
Email: emily.harcombe@lbhf.gov.uk

Rochelle-Ann Naidoo
Tri-borough Senior Practitioner
Telephone: 020 7641 1610
Email: rnaidoo@westminster.gov.uk

Bi-Borough PREVENT
Contact the local team on:
Telephone: 020 8753 5727
Email: prevent@lbhf.gov.uk

Tri-Borough Multi-Agency Safeguarding Hub (MASH)
Karen Duncan
Tri-borough MASH Business Support Officer
Telephone: 020 7641 3991
Email: kduncan1@westminster.gov.uk

Contact Details for Ofsted

Telephone: 0300 123 1231

Post: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
enquiries@ofsted.gov.uk

IN AN EMERGENCY, CALL THE POLICE ON 999

Section II – Admission and Education

9. Early Learning Opportunities Statement

At One World Montessori Nursery, we promote the learning and development of all children in our care. We recognise that each child is an individual, and our highly qualified staff consider each child's needs, interests and development to plan a challenging and enjoyable experience across the seven areas of learning. Our staff guide and plan what children learn, reflecting on the different rates at which they develop, and adjusting practice appropriately. Our aim is to support all children attending the nursery to attain their maximum potential within their individual capabilities.

We provide a positive inclusive play environment for every child, so that all children develop good social skills and an appreciation of all aspects of this country's multi-cultural society. We plan learning experiences to ensure, as far as possible, there is equality of opportunity for all children and a celebration of diversity.

We maintain a personalised record of every child's development, showing their abilities, progress, interests and any areas requiring further support.

For children whose home language is not English, we take reasonable steps to:

- Provide opportunities for them to develop and use their home language in play and learning and support their language development at home.
- Ensure they have sufficient opportunities to learn and reach a good standard in English language, so they are ready to benefit from the opportunities available to them when they begin Reception.

We ensure that the educational programmes are well planned and resourced to have depth and breadth across the seven areas of learning. Planning is based on a secure knowledge and understanding of how to promote the learning and development of young children and what they can achieve.

We implement the Early Years Foundation Stage (EYFS) set by the Department for Education, which sets standards to ensure all children learn and develop well. We support and enhance children's learning and development holistically through play-based activities. We review all aspects of learning and development and ensure a flexible approach is maintained, which responds quickly to children's learning and developmental needs. We develop tailor-made activities based on observations, which inform future planning and draw on children's needs and interests. This is promoted through adult-led and child-initiated opportunities both indoors and outdoors.

Assessment is an integral part of our practice; we carry out ongoing assessment (formative) through daily observations and ensure that this does not take us away from interacting with the children.

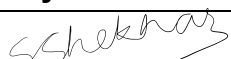
Summative assessment is carried out on a half termly basis (six times per year), in addition to:

- Baseline assessment on entry (starting point).
- Progress check at age two.

We acknowledge parents as primary educators and encourage parental involvement as outlined in our Parents and Carers as Partners Policy. We build strong home links to enhance and extend children's learning, both within the nursery environment and in the child's home, and we have regular meetings with parents to keep them up to date with their child's progress.

We share information about the EYFS curriculum with parents and signpost them to further support via the following website:

www.foundationyears.org.uk/

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

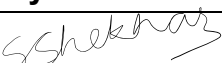
10. Quality Provision Policy

At One World Montessori Nursery, we are passionate about providing high quality care and education for all children. High quality care leads directly to better outcomes for children, and all staff are committed to providing children with the best possible start in life, enabling them to reach their full potential.

As part of our quality practice, we ensure children receive the highest quality care and education by:

- Having high expectations for all children so they can achieve the best outcomes.
- Building close attachments with children so they feel safe, secure, happy and can thrive.
- Developing close relationships with families so together we can best support the child's individual learning and development.
- Implementing all the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS).
- Ensuring that the EYFS learning and development requirements are embedded, including providing a curriculum that is underpinned by the EYFS principles.
- Reflecting on all areas of practice and striving towards the Ofsted grade descriptors for Outstanding quality indicators.
- Ensuring all the EYFS assessment requirements are met, including the planning, observation, assessment and next steps, and that they are linked to each individual child's needs and interests and are evaluated for effectiveness.
- Having highly qualified, skilled staff who understand what is meant by high quality practice and how to deliver this.
- Deploying staff appropriately to meet the individual needs of all children.
- Consistently delivering high quality practice and teaching that makes a difference to children's daily experiences.
- Ensuring a solid understanding of the importance of pedagogy and child development amongst all practitioners.
- Ensuring that the environment, resources and provision is of high quality both indoors and out, and monitoring resources and equipment to ensure that these are risk assessed and fit for purpose.
- Valuing continuous professional development for all staff and accessing a variety of training and development to support the needs of the children in the nursery.
- Appropriately assessing children's learning and development, as well as recognising where children may need support, and acting on this quickly.
- Evaluating the effectiveness of training and linking to the outcomes for children.
- Ensuring that staff feel confident and supported, and that they have the training and skills they need to be able to perform their roles.
- Conducting regular supervision meetings with all team members to ensure all staff are supported to be the best they can be.

- Using peer-on-peer observations to share, discuss and improve practice across the setting.
- Monitoring all practice and feeding back ideas for improvement.
- Engaging with families and carers and supporting the home learning environment.
- Operating a robust and embedded quality improvement and evaluation process across the whole setting that includes all parties, such as practitioners, children, parents and external partners.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

11. Admissions

One World Montessori Nursery is an inclusive nursery, intended to be accessible to all children and families without prejudice as to race, religion, national origin, gender, gender identity, sexual orientation, disability or social background. We aim to operate an Admissions Policy that is consistently applied and clearly understood by all, and that ensures an open, fair and non-selective process.

Available Places

There are a limited number of places available in each class. These are determined by the size or configuration of classrooms. The maximum capacity of the nursery is 24 children. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff/child ratios and the facilities available at the nursery.

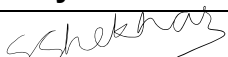
Admission Criteria

Applications are listed by date of entry into the nursery's database, and priority is given to children who have a sibling already attending the nursery. A child requiring a full time place may have preference over one requiring a part time place. This is dependent upon occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

Registration Process

Parents who wish their child to attend the nursery must complete and sign a registration form/contract and child information form. These forms provide the nursery with personal details relating to the child, for example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, allergies, parental consent and vaccinations, etc. Applications are entered into the nursery's database in the order in which they are received. Each registered child is given an incremental number to allow for a subsequent selection process based on registration order. Fees and payment schedules are communicated clearly to parents.

On the acceptance of a place at the nursery, a deposit of **£250** is obtained to inhibit the sudden removal of the child. Parents are advised clearly by way of the contract that a full term's notice in writing is required for the withdrawal of a child from the nursery, and that the deposit will not be returned in the event of the child leaving without notice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

12. Gifted and Talented Children Policy

At One World Montessori Nursery, we plan our teaching and learning so that each child can aspire to achieve their full potential.

The purpose of this policy is to help ensure that we recognise and support the needs of those children in our nursery who have been identified as 'gifted' and/or 'talented', and to extend their learning to challenge them further.

'Gifted' refers to a child who has a broad range of achievement at a level well above average, typically in the more academic subjects.

'Talented' refers to a child who excels in one or more specific fields, typically those that call for performance skills, such as sport or music, but who does not necessarily perform at a high level across all areas of learning.

With this in mind, we ensure that all children are fully supported and challenged by:

- Working together with parents and carers to establish starting points on entry to nursery.
- Observing, assessing and planning activities in line with the individual child's needs and interests.
- Providing challenging next steps to enhance the learning opportunities.
- Where applicable, working with the nursery SENCO (see SEND Policy), other services and professionals to ensure we can fully support the child's individual needs.
- Working with the child's primary school to provide activities that will stretch the child further in line with the child's future curriculum.
- Supporting transitions by providing key information to the next provision.

We ensure that staff are aware of some early development signs of children that may be gifted and talented.

Children who are gifted in **Language and Literacy** may be:

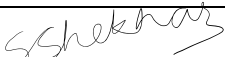
- Able to read and respond to a range of texts at a more advanced level.
- Use a wide vocabulary and variety of words in conversations and play.
- Able to write fluently and with little support.

Children who are gifted in **Mathematics** may be:

- Quick to explore a broader range of strategies for solving a problem.
- Able to establish their own strategies for problem solving.
- Able to manipulate numbers in a wide range of ways, for example, adding, subtracting.

We monitor all outcomes for children by tracking cohorts and individual children across the whole setting. This includes gifted and talented children. We ensure that

all children are progressing at an appropriate rate from their starting points by providing challenging and supportive activities and opportunities.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

13. Special Educational Needs and Disabilities (SEND) Policy

This policy has been created with regard to:

- The SEND Code of Practice 2015.
- Children and Families Act 2014 (Part 3).
- Equality Act 2010.
- Working Together to Safeguard Children (2018).
- Statutory Framework for the EYFS (2021).

Special Educational Needs and Disability (SEND) Code of Practice

The nursery has regard to the statutory guidance set out in the Special Educational Needs and Disability Code of Practice (DfE 2015) to identify, assess and make provision for children's special educational needs.

At One World Montessori Nursery, we use the SEND Code of Practice (2015) definition of Special Educational Needs and Disability:

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.*

Statement of Intent

We are committed to the inclusion of all children at our nursery. We ensure all children are cared for and educated to develop to their full potential alongside their peers through positive experiences. We enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment, where children are supported according to their individual needs, and we work hard to ensure that no child is discriminated against or put at a disadvantage as a consequence of their needs. Each child's needs are unique, and we do not attempt to categorise children.

We are committed to working in partnership with parents to meet each child's individual needs. We are committed to working with any child who has a special educational need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning education.

We undertake a progress check of all children at age two in accordance with the Code of Practice (2015) and Statutory Framework for EYFS.

We will also undertake an assessment at the end of the Early Years Foundation Stage for any children that remain with us in the final term of the year in which they turn five, as per the Statutory Framework for EYFS.

We will work closely with the child's parents and any relevant professionals if we identify any areas where a child's progress is less than expected to establish if any additional action is required. This may include:

- Liaising with the child's parents, and where appropriate, the child.
- Liaising with any professional agencies.
- Reading any reports that have been prepared.
- Attending any review meetings with the local authority/professionals.
- Observing each child's development and reviewing observations regularly to monitor progress.

All new children will be given a full settling in period when joining the nursery according to their individual needs.

We will:

- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice (2015).
- Ensure that all children are treated as individuals/equals and are supported to access all areas of the nursery provision according to their individual needs and abilities.
- Identify the specific needs of children with special educational needs and/or disabilities and meet those needs through a range of strategies.
- Ensure that children who learn at an accelerated pace are also supported.
- Encourage children to value and respect others.
- Provide well informed and suitably trained practitioners to help support parents and children with special educational needs and/or disabilities.
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs, and identify a Special Educational Needs and Disabilities Co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs.
- Ensure that all staff are provided with specific training relating to SEND and the SEND Code of Practice.
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services where required.
- Challenge inappropriate attitudes and practices.
- Promote positive images and role models of those with additional needs wherever possible.
- Celebrate diversity in all aspects of play and learning.
- Work in partnership with parents and other agencies to meet individual children's needs, including the education, health and care authorities, and seek advice, support and training where required.

- Share any statutory and other assessments made by the nursery with parents and support parents in seeking any help they or their child may need.

Our nursery Special Education Needs and Disabilities Co-ordinator (SENCO) is **SHEFALI SHEKHAR**.

The role of the SENCO in our setting includes:

- Ensuring that all practitioners understand their responsibilities to children with SEND and the setting's approach to identifying and meeting SEND.
- Advising and supporting colleagues.
- Ensuring parents are closely involved throughout and that their insights inform any action taken.
- Liaising with other professionals or agencies.
- Taking the lead in implementing the graduated approach and supporting colleagues through each stage of the process.

We will:

- Have high aspirations for all children and support them to achieve their full potential.
- Develop respectful partnerships with parents and families.
- Ensure parents are involved at all stages of the assessment, planning, provision and review of their child's care and education, and where possible include the thoughts and feelings voiced by the child.
- Signpost parents and families to the Local Offer to access local support and services.
- Undertake formal progress checks and assessments of all children in accordance with the SEND Code of Practice, January 2015/Statutory Framework for the EYFS (2021).
- Provide a statement setting out how we provide for children with special educational needs and/or disabilities, and share this with staff, parents and other professionals.
- Ensure that the provision for children with SEND is the responsibility of all members of staff in the nursery through training and professional discussions.
- Make reasonable adjustments to the physical environment to ensure it is, as far as possible, suitable for children with disabilities.
- Provide a broad, balanced, aspirational early learning environment for all children with SEND, and differentiate activities to meet all individual needs and abilities.
- Liaise with other professionals involved with children with SEND and their families, including transition arrangements to other settings and schools.
- Use the graduated response system to assess, plan, do and review to ensure early identification of any SEND.
- Ensure that children with SEND and their parents are consulted at all stages of the graduated response, taking into account children's understanding and levels of ability.
- Provide privacy for children with SEND when intimate care is being provided.

- Raise awareness of any specialism the setting has to offer, for example, Makaton trained staff.
- Ensure the effectiveness of our SEND provision by collecting information from a range of sources, for example, additional support reviews, Education Health and Care (EHC) Plans, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- Provide a Complaints Procedure and make it available to all parents in a format that meets their needs.

Effective Assessment of the Need for Early Help

Local agencies should work together to put processes in place for the effective assessment of the needs of individual children who may benefit from Early Help Services. Children and families may need support from a wide range of local agencies. Where a child and family would benefit from coordinated support from more than one agency (for example, education, health, housing, police) there should be an inter-agency assessment. The Early Help Assessment (EHA) should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

The EHA should be undertaken by a lead professional, who will provide support to the child and family, act as an advocate on their behalf and coordinate the delivery of support services. The lead professional role could be undertaken by a general practitioner, family support worker, teacher, health visitor and/or SENCO. Decisions about who should be the lead professional will be made on a case by case basis and will be informed by the child and their family.

For an EHA to be effective:

- The assessment should be undertaken with the agreement of the child and their parents or carers. It should involve the child and family as well as all the professionals who are working with them.
- A teacher, general practitioner, health visitor, nursery worker or other professional should be able to discuss concerns they may have about a child and family with a social worker in the local authority.
- If parents and/or the child do not consent to an EHA, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral to children's social care may be necessary.

If at any time it is considered that the child may be a child in need as defined in the Children Act 1989, or that the child has suffered significant harm, or is likely to do so, a referral should be made immediately to children's social care. This referral can be made by any professional.

Graduated Approach

We follow the SEND Code of Practice (2015) recommendation that, in addition to the formal checks above, we adopt a graduated approach to assessment and planning, led and coordinated by a SENCO. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with SEND. This graduated approach will be led and coordinated by the SENCO, and appropriate records will be kept according to the Code of Practice.

Assess

In identifying a child as needing SEND support, the key person, working with the SENCO and the child's parents, will carry out an analysis of the child's needs. This initial assessment will be reviewed regularly to ensure that support is matched to need. Where there is little or no improvement in the child's progress, more specialist assessment may be called for from specialist teachers or from health, social services or other agencies beyond the setting. Where professionals are not already working with the setting, the SENCO will contact them, with the parents' agreement.

Plan

Where it is decided to provide SEND support, the key person and the SENCO, in consultation with the parents, will agree the outcomes they are seeking, the interventions and support to be put in place, the expected impact on progress, development or behaviour, and a clear date for review. Plans will take into account the views of the child.

The support and intervention provided will be selected to meet the outcomes identified for the child, based on reliable evidence of effectiveness, and provided by practitioners with relevant skills and knowledge. Any related staff development needs will be identified and addressed. Parents will be involved in planning support, and where appropriate, in reinforcing the provision or contributing to progress at home.

Do

The child's key person will be responsible for working with the child on a daily basis. With support from the SENCO, they will oversee the implementation of the intervention agreed as part of SEND support. The SENCO will support the key person in assessing the child's response to the action taken, in problem solving and advising on the effective implementation of support.

Review

The effectiveness of the support and its impact on the child's progress will be reviewed in line with the agreed date. The impact and quality of the support will be evaluated by the key person and the SENCO in full consultation with the child's parents and taking into account the child's views. Information will be shared with parents about the impact of the support provided.

Education and Health Plan (EHCP)

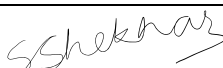
An EHC Needs Assessment will determine whether it is necessary to develop an EHC Plan. The purpose of an EHC Plan is to make adjustments and offer support to meet the special educational needs of the child, and to secure the best possible outcomes for them across education, health and social care.

The local authority will conduct the EHC Needs Assessment, taking into account a wide range of evidence, including:

- Evidence of the child's developmental milestones and rate of progress.
- Information about the nature, extent and context of the child's SEND.
- Evidence of the action already being taken to meet the child's SEND.
- Evidence that, where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided.
- Evidence of the child's physical, emotional and social development and health needs.

We will then work with the local authority and other agencies to ensure that the child receives the support they need to gain the best outcomes.

We will review this policy annually to ensure it continues to meet the needs of the children/parents and our nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

14. Separated Family Policy

At One World Montessori Nursery, we work closely with parents to support the emotional well-being of children whose families are going through separation.

Parental Responsibility

While the law does not define in detail what parental responsibility is, the following list sets out some of the key features of someone holding parental responsibility. These include:

- Providing a home for the child.
- Having contact with and living with the child.
- Protecting and maintaining the child.
- Disciplining the child.
- Choosing and providing for the child's education.
- Determining the religion of the child.
- Agreeing to the child's medical treatment.
- Naming the child and agreeing to any change of the child's name.
- Accompanying the child outside the UK, and agreeing to the child's emigration, should the issue arise.
- Being responsible for the child's property.
- Appointing a guardian for the child, if necessary.
- Allowing confidential information about the child to be disclosed.

England

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted the child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. However, a father has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for the child through one of these three routes:

- By jointly registering the birth of the child with the mother (from 1 December 2003).
- By a parental responsibility agreement with the mother.
- By a parental responsibility order, made by a court.

Nursery Registration

During the registration process, we collect details about both parents, including who has parental responsibility, as this will avoid any future difficult situations. We request these details on the child's registration form. If a parent does not have parental responsibility or has a court order in place to prevent this, we must have a

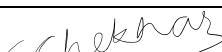
copy of this documentation for the child's records. If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent, such as court orders or injunctions. This will ensure we can support the child and family fully in accordance with the policy set out below.

We will:

- Ensure the child's welfare is paramount at all times.
- Comply with any details of a court order, where applicable, to the child's attendance at the nursery where we have seen a copy/have a copy attached to the child's file.
- Provide information on the child's progress, for example, learning journals, progress checks within the nursery, etc., to both parents where both hold parental responsibility.
- Invite both parents to nursery events, including parent consultations and social events where both hold parental responsibility.
- Ensure any incident or accident within the nursery relating to the child is reported to the person collecting the child.
- Ensure that all matters known by the staff pertaining to the family and the parent's separation remain confidential.
- Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect.
- Not restrict access to any parent with parental responsibility unless a formal court order is in place. We respectfully ask that parents do not put us in this position.
- Seek legal advice in the case of any disputes regarding the care/collection and sharing of information to ensure we meet all legal requirements.

We ask parents to:

- Provide us with all information relating to parental responsibilities, court orders and injunctions.
- Update information that changes any of the above as soon as practicably possible.
- Work with us to ensure continuity of care and support for children.
- Not involve nursery staff in any family dispute, unless this directly impacts on the care we provide for the child.
- Talk to the manager/key person away from the child when this relates to family separation to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat.
- Not ask the nursery to take sides in any dispute. We will only take the side of the child, and this will require us to be neutral at all times.

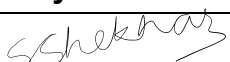
This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

15. Multiple Birth Families Policy

At One World Montessori Nursery, we ensure that all families are included and supported fully, no matter how big or small. As a nursery, we accommodate all families and work together with parents to ensure all children are treated as individuals and supported to make the best progress they can.

The Multiple Birth Families Policy should be read alongside the Settling In and Partnership with Parent Policies. In addition to these, to support the needs of multiple birth families, we will:

- Acknowledge multiple birth relationships as special and to be celebrated, as well as enable children to develop as individuals.
- Work with parents to explore each child's individual preferences, interests, needs and starting points, including, where applicable, ways for staff to identify them apart.
- Complete individual forms for each child to discover their individual routines, specific requirements, dietary needs, etc.
- Recognise and celebrate all individual achievements.
- Report back on each child separately to parents.
- Consider separation if this is beneficial for children's development. Parents, and where appropriate, children, should be involved in the decision for when, where and how this may occur (for example, focused activities, outdoor play).
- Arrange parent consultations for each child. Each child will receive the same time during the consultation as any other child in the setting. Assessments will be based on individual progress and comparisons between the children will not be made.
- Understand that each child is unique, and not expect them to behave in the same manner, excel in the same areas or enjoy the same activities.

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01/10/2021		01/10/2022

16. Parents and Carers as Partners Policy

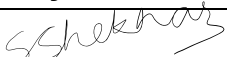
At One World Montessori Nursery, we welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner, and we include parents as an integral part of the care and early learning team within the nursery. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and education.

The key person system supports engagement with parents, and we use strategies to ensure that all parents can contribute to their child's learning and development. We ask parents to contribute to initial assessments of children's starting points on entry, and they are kept well informed about their children's progress. We encourage parents to support and share information about their children's learning and development at home, and the key person seeks to engage them in guiding their child's development at home too. The key person system ensures that all practitioners use effective, targeted strategies and interventions to support learning that matches most children's individual needs.

Our policy is to:

- Recognise and support parents as children's first and most important educators.
- Encourage parents to trust their own instincts and judgments regarding their own children.
- Welcome all parents into the nursery at any time and provide an area where they can speak confidentially with staff as required.
- Welcome nursing mothers. We will make available a private area whenever needed to offer space and privacy to nursing mothers.
- Ensure nursery documentation and communications are provided in different formats to suit each parent's needs, for example, Braille, multi-lingual, electronic communications.
- Ensure that all parents are aware of the nursery's policies and procedures. A detailed prospectus is provided, and our full policy documents are accessible on the nursery website.
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parent evenings and a parents' forum.
- Inform parents about the activities and experiences provided for children, the daily routines of the nursery, the menus, etc., through regularly distributed newsletters and the nursery website.
- Operate a key person system to enable parents to establish a close working relationship with a named practitioner, and to support two-way information sharing about children's individual needs.
- Keep parents informed about children's progress and involve them in shared record keeping. Parent meetings are held once a term. We are flexible about times to avoid excluding anyone.

- Actively encourage parents to contribute to children's learning by sharing observations, interests and experiences from home.
- Agree the best communication method with parents to share information about the child's day (for example, email, face-to-face or telephone).
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation.
- Provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the nursery.
- Inform parents about the systems for registering queries, compliments, complaints and suggestions, and check that these systems are understood.
- Make sure all parents have access to the Complaints Procedure.
- Provide a written contract between the parent(s) clearly setting out the conditions of the child's acceptance into the nursery and the arrangements for payment.
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible.
- Inform parents how the nursery supports children with special educational needs and disabilities.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

17. Conflict Resolution with Parents and Aggressive Behaviour Policy

At One World Montessori Nursery, we believe we have a strong partnership with our parents. We encourage parents to raise any issues or concerns at the earliest opportunity, so we can give them prompt and careful attention, and hopefully resolve them swiftly.

In the case of a parent emailing, calling or using social media to complain, we will direct the parent to the correct procedure for raising a complaint. We will not tolerate abusive calls, emails, social media contact or face to face confrontation.

Calls of an Aggressive/Abusive Manner

A call taker receiving a call that is abusive or aggressive will remain calm and professional and will ask the caller to follow the Complaints Procedure. If the abuse continues, the call taker will end the call. All abusive calls will be logged with an outline of the conversation.

Emails of an Aggressive/Abusive Manner

The responder will ask the parents to come into the setting to speak in person in accordance with our procedure for raising a complaint. If the emails persist, the nursery owner may seek legal advice. All emails will be kept as evidence until the matter is resolved.

Social Media

If slanderous or abusive messages appear on any social media channels, we will address these immediately with a request to follow our Complaints Procedure. We will endeavour to resolve any issue raised through our Complaints Procedure. If slanderous/abusive messages continue, we will seek legal action against the complainant.

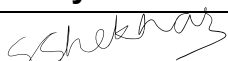
In the event of any person inside the nursery acting in an aggressive manner, our policy is to:

- Direct the person away from the children and into a private area.
- Ensure that a second member of staff is in attendance where possible, whilst continuing to ensure the safe supervision of the children.
- Remain calm and professional towards the aggressive person, making it clear that we do not tolerate abusive language or behaviour.
- Listen to the concerns and try to resolve the issue once the aggressive behaviour has stopped.
- Contact the police to ensure the safety of our staff, children and families if the aggressive behaviour continues or escalates.
- Provide support and reassurance to any staff member involved in such an incident.

- Signpost parents to organisations/professionals that can offer support if appropriate.

Following an aggressive confrontation, an incident report will be completed, detailing the time, reason and any action taken. Any aggressive behaviour from a parent could result in the withdrawal of a place for the child at the nursery. Parents will be informed in writing, within three days of any incident that involved aggressive or threatening behaviour to nursery staff.

This policy will be followed in the event of any parent or member of the public displaying this type of behaviour, either by phone, email, social media or in person.

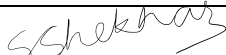
This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

18. Equipment and Resources

At One World Montessori Nursery, we organise the premises and equipment to meet the needs of all children. We provide a wide range of high quality equipment and resources to support the delivery of our curriculum. We take all reasonable steps to ensure the safety of children and reduce their exposure to risk.

To ensure the safety of children within the nursery, including in our outdoor areas, we provide:

- Play equipment and resources which are safe, and where applicable, conform to the European Standards for Playground Equipment: EN 1176 and EN 1177, BS EN Safety Standards or Toys (Safety) Regulation (1995).
- A sufficient quantity of equipment and resources for the number of children registered in the nursery.
- High quality e-sources to meet children's individual needs and interests and promote all areas of learning and development.
- A wide range of books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and do not stereotype.
- Play equipment and resources which promote continuity and progression as well as provide sufficient challenges.
- Enough storage for resources and equipment to be displayed for children to independently access, and then stored away safely and rotated.
- Appropriate risk assessments and checks on all resources and equipment before first use to identify any potential risks, and again regularly at the beginning and end of every session.
- Cleaning and maintaining of all resources and equipment. We repair or replace any unsafe, worn out, dirty or damaged equipment whenever required.
- An inventory of resources and equipment. This records the date on which each item was purchased, and the price paid for it.
- An evaluation of the effectiveness of the resources, including the children's opinions and interests.
- Role models and discussions to ensure that all children respect the equipment and resources and to encourage children to put resources back where they belong after use. We will often use silhouettes or pictures to support the children to do this.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

Section III – Health and Safety

19. Overall Approach to Risk Assessment

At One World Montessori Nursery, we take all reasonable steps to ensure staff and children in our care are not exposed to risks. We promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

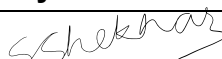
Risk Assessments

Risk assessments document the hazards/aspects of the environment that need to be checked on a regular basis. These include who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how the action will be undertaken, and how this will be monitored and checked and by whom.

The nursery carries out written risk assessments regularly (at least annually). These are regularly reviewed and cover potential risks to children, staff and visitors. When circumstances change in the nursery, for example, a significant piece of equipment or a new activity/experience is introduced, we review our current risk assessments or conduct a new risk assessment, dependent on the nature of the change.

All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks.

All outings away from the nursery are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details, please refer to the Visits and Outings Policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

20. Safe and Healthy Nursery Policy

At One World Montessori Nursery, we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

Staff Breaks

It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of 20 minutes, 30 minutes or 45 minutes dependent on hours worked, and provided that ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work four and a half hours a day. All breaks should be taken away from an employee's normal work area (where this is applicable).

Personal Hygiene

Staff must follow the personal hygiene code at all times, and encourage children to adopt the same good personal hygiene code.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped, the tissue must be disposed of hygienically and hands must be washed.

Cleaning

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The nursery will be cleaned daily, and regular checks will be made to the bathrooms. These will be cleaned at least daily (more, if necessary, for example, at lunch time). The nappy changing facility will be cleaned after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

Kitchen

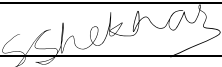
Staff are made aware of the basic food hygiene standards through appropriate training, and this is reviewed every three years.

- Fridges to be cleaned out weekly.
- Oven to be cleaned out regularly and recorded.
- Freezers to be cleaned out every three months and recorded.
- All cupboards to be cleaned out monthly.

- Fridge and freezer temperatures must be recorded first thing in the morning by the cook and last thing in the afternoon.
- All food must be covered at all times in and out of the fridge and dated to show when each product was opened.
- Care must be taken to ensure that food is correctly stored in fridges.
- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving.
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.
- All opened packets must be dated when opened and placed in an airtight container, for example, raisins, cereal, etc.
- Blended food should be placed in suitable airtight containers, named and dated.
- Surfaces must be cleaned with anti-bacterial spray.
- Only disposable paper towel will be used for cleaning surfaces.
- Windows protected by fly guards will be opened as often as possible along with the vents.
- All plugs will be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer).
- Children must NOT enter the kitchen except for supervised cooking activities.
- Doors to the kitchen will be kept closed/locked at all times.

Nursery

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times.
- Regular toy washing rotas must be established in all rooms and recorded. Toys should be washed with sanitising fluid.
- Floors should be cleaned during the day when necessary. Vacuum cleaner bags (where used) should be changed frequently.
- Staff are requested to use the appropriate coloured mop for the task or area (see chart on cleaning cupboard door) and mop heads should be washed in a separate wash at least weekly.
- Face cloths should be washed on a hot wash after every use and not shared between children.
- Every sleeping child should have his or her own sheet which should be washed at the end of every day.
- All surfaces should be kept clean and clutter free.
- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor.
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

21. Safeguarding Children/Child Protection Policy

At One World, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting, we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our Inclusion and Equality Policy for further information). Safeguarding is a much wider subject than the topics covered within this single policy; as such, this document should be read alongside the nursery's other policies and procedures. Safeguarding children is everybody's responsibility. At One World, all staff, students, volunteers, any supply staff and visitors are made aware of and asked to adhere to, the Safeguarding Children/Child Protection Policy.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online Safety.
- Human Trafficking and Modern Slavery.
- Prevent Duty and Radicalisation.
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages.
- Looked After Children.
- Monitoring Staff Behaviour.
- Social Networking.
- Mobile Phone and Electronic Device Use.
- Safe Recruitment of Staff.
- Disciplinary.
- Grievance.
- Promoting Positive Behaviour.

Legal Framework and Definition of Safeguarding

- Children Act 1989 and 2004.
- Childcare Act 2006 (amended 2018).
- Safeguarding Vulnerable Groups Act 2006.
- Children and Social Work Act 2017.
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021.
- Working Together to Safeguard Children 2018.
- Keeping Children Safe in Education 2021.
- Data Protection Act 2018.
- What to do if you're worried a child is being abused 2015.
- Counter-Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early Years, Education and Skills Settings 2019.

- Prevent Duty 2015.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment.
- Preventing the impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM government document 'Working Together to Safeguard Children' 2018).

Policy Intention

To safeguard children and promote their welfare, we will:

- Create an environment to encourage children to develop a positive self-image.
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct.
- Support staff to notice the softer signs of abuse and know what action to take.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.
- Promote tolerance and acceptance of different beliefs, cultures and communities.
- Help children to understand how they can influence and participate in decision-making, and how to promote British Values through play, discussion and role modelling.
- Always listen to children.
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need.
- Share information with other agencies as appropriate.

We are aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Due to the many hours of care we provide, we may be the first to identify a problem. Our staff may be the first people in whom children confide information, or they may be first to spot changes in a child's behaviour which might indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. We have a duty to act quickly and responsibly if we believe a child is at risk. This includes sharing information with relevant agencies, such as local authority services for children's social care, family support, other health professionals and the police. We will work with other agencies in the best interests of the child, including as part of a multi-agency team, where needed.

We aim to:

- Keep the child at the centre of all we do, providing sensitive interactions to nurture children's well-being, self-confidence and resilience. We support children to develop an awareness of how to keep themselves safe, healthy and have positive relationships.
- Ensure that staff are trained to understand the Safeguarding/Child Protection Policy; that they know how to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways children can be harmed, including by other children (peer-on-peer) through bullying or discriminatory behaviour.
- Be cognisant of the increased vulnerability of children with special educational needs and/or disabilities (SEND) and of isolated families, including the impact of 'toxic trio' (domestic abuse, mental ill-health and substance abuse) on children.
- Ensure that staff feel confident and supported to act in the best interests of the child, maintaining professional curiosity around the welfare of children, sharing information and seeking the help that a child may need at the earliest opportunity.
- Ensure that staff are kept informed of changes to local/national procedures.
- Make any child protection referrals in a timely way, sharing relevant information in accordance with the guidelines set out by the London Borough of Hammersmith and Fulham.
- Ensure that information is shared only with those people who need to know to protect the child and act in their best interests.
- Keep the setting safe online. We refer to 'Safeguarding Children and Protecting Professionals in Early Years Settings: Online Safety Considerations' and maintain appropriate safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that children are never placed at risk while in the care of nursery staff.
- Identify changes in staff behaviour and act on these in accordance with the Staff Behaviour Policy.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, including reporting such allegations to Ofsted and other relevant authorities.
- Ensure that parents are made fully aware of the nursery's Safeguarding/Child Protection Policy when they register with the nursery, and that they are kept informed of all updates when they occur.
- Regularly review and update this policy, and ensure it complies with all legal requirements and with the guidelines set out by the London Borough of Hammersmith and Fulham.

Types of Abuse and Particular Procedures Followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or more rarely, a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but they will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of Child Abuse

- Failure to thrive and meet developmental milestones.
- Fearful or withdrawn tendencies.
- Unexplained injuries to a child or conflicting reports from parents or staff.
- Repeated injuries.
- Unaddressed illnesses or injuries.
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional States

- Fearful.
- Withdrawn.
- Low self-esteem.

Behaviour

- Aggressive.
- Oppositional.
- Habitual body rocking.

Interpersonal Behaviours

- Indiscriminate contact or affection-seeking.
- Over-friendliness to strangers, including healthcare professionals.
- Excessive clinginess, persistently resorting to gaining attention.
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval.
- Failing to seek or accept comfort or affection from an appropriate person when significantly distressed.
- Coercive controlling behaviour towards parents or carers.
- Lack of ability to understand and recognise emotions.
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Peer-on-Peer Abuse

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. Peer-on-peer abuse may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. We will report this in the same way we do for adults abusing children, and we will

take advice from the appropriate bodies to support both the victim and the perpetrator, who could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Physical Abuse

Action needs to be taken if staff have reason to believe that there has been physical abuse, which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Symptoms may include bruising or injuries in an area that is not usual for a child, for example, fleshy parts of the arms and legs, back, wrists, ankles, trunk and face.

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received an injury does not match the injury itself, or if a child's injuries are a regular occurrence, or there is a pattern to the injuries, we will report our concerns.

Fabricated Illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances, or they may interfere with medical treatments. Fabricated illness is a form of physical abuse, and any concerns will be reported.

Female Genital Mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. Some ethnic groups practise this form of physical abuse as a cultural ritual. When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood, during adolescence, just before marriage or during a woman's first pregnancy. The practice can cause severe pain, and there may be immediate and/or long-term health consequences, including mental health problems, urinary infection, septicaemia, incontinence, difficulties in childbirth, causing danger to the child and mother and/or death.

Any concerns about FGM will be reported to the children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

Breast Ironing

Breast ironing, also known as 'breast flattening', is a process where young girls' breasts are ironed, massaged and/or pounded with hard or heated objects in order for the breasts to disappear, or to delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast ironing/flattening is a form of physical abuse and can cause serious health issues, such as:

- Abscesses.
- Cysts.
- Itching.
- Tissue damage.
- Infection.
- Discharge of milk.
- Dissymmetry of the breasts.
- Severe fever.

Any concerns about a child or family, will be reported to the local authority children's social care team in the same way as other types of physical abuse.

Sexual Abuse

Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

Action must be taken if a staff member witnesses an occasion where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters, or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls/toys or in the role-play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

If a child is being sexually abused, staff may observe both emotional and physical symptoms:

Emotional Signs

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age.
- Personality changes, such as becoming insecure or clingy.
- Regressing to younger behaviour patterns, such as thumb sucking or bringing out discarded cuddly toys.
- Sudden loss of appetite or compulsive eating.
- Being isolated or withdrawn.

- Inability to concentrate.
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer.
- Becoming worried about clothing being removed.
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age.
- Using sexually explicit language.

Physical Signs

- Bruises.
- Bleeding, discharge, pains or soreness in their genital or anal area.
- Sexually transmitted infections.
- Pregnancy.

Any concerns about a child or family will be reported to the children's social care team.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is a type of child abuse in which an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds, who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity, and it may occur without the child or young person's immediate knowledge (for example, through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries, such as bruising or bleeding.
- Having money or gifts they are unable to explain.
- Sudden changes in appearance.
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women.
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong).
- Using sexual language that you would not expect them to know.
- Engaging less with their usual friends.
- Appearing controlled by their phone.
- Switching to a new screen when you come near the computer.
- Nightmares or sleeping problems.
- Running away, staying out overnight, missing school.
- Changes in eating habits.

- Talk of a new, older friend, boyfriend or girlfriend.
- Losing contact with family and friends or becoming secretive.
- Contracting sexually transmitted diseases.

Emotional Abuse

Working Together to Safeguard Children (2018) defines emotional abuse as ‘the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development’. Emotional abuse may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another person, or serious bullying (including cyber bullying), causing children to feel frightened or in danger. Some level of emotional abuse is involved in all types of maltreatment of children, though it may occur alone.

Signs and indicators may include:

- Physical, mental and emotional development lags.
- Sudden speech disorders.
- Overreaction to mistakes.
- Extreme fear of any new situation.
- Neurotic behaviour (rocking, hair twisting, self-mutilation).
- Extremes of passivity or aggression.
- Appearing unconfident or lacking self-assurance.

Action will be taken if a staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

Neglect

Working Together to Safeguard Children (2018) defines neglect as the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy due to maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.

- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment.

Neglect might also include unresponsiveness to a child's basic emotional needs.

Children showing signs of neglect might frequently arrive at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), or in the same nappy they went home in. A child might have an illness or an identified special educational need or disability that is not being addressed by the parent. A child might also be persistently hungry if a parent is withholding food or not providing enough food to meet the child's needs.

There could also be emotional signs of neglect. For example, a child who is not receiving the attention they need at home, might crave love and support at nursery. In addition, neglect might occur during pregnancy, as a result of maternal substance abuse.

Action will be taken if a staff member has reason to believe that a child is being neglected.

Child Criminal Exploitation (CCE)

Child Criminal Exploitation (CCE) can be described as when an individual, or group, takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur by technology.

County Lines

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns using dedicated mobile phone lines or other forms of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment. They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons. A child who is being exploited in this way might exhibit changes in personality, behaviour and appearance, become isolated from their peers, have unexplained physical injuries and lose interest in school and previous positive activities.

Cuckooing

Cuckooing is a form of crime in which drug dealers take over the home of a vulnerable person to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home, windows covered, or curtains closed for long periods, family not being seen for extended periods, signs of drug use or an increase in anti-social behaviour at the home.

Action will be taken if a staff member has reason to believe that a child lives in a home where anyone is a victim or perpetrator of any of the above types of abuse.

Extremism – Prevent Duty

Under the Counter-Terrorism and Security Act 2015, we have a duty to refer any concerns of extremism to the police. (In Prevent priority areas, the local authority will have a Prevent lead who can also provide support).

Reasons for referral may include causes for concern relating to changes in the behaviour of a child or family member, comments made to a member of staff (or other person in the setting) or actions that lead staff to be worried about the child's safety. Please refer to the Prevent Duty and Radicalisation Policy for further details.

Online Safety

We take the safety of our children very seriously, and this includes their online safety. Please refer to the Online Safety Policy for further details.

Human Trafficking and Slavery

Please refer to our Human Trafficking and Slavery Policy for details on how we keep children safe in this area.

Child Abuse Linked to Faith or Belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families where there is a belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs).
- The Evil Eye or Djinns (traditionally known in some Islamic faith contexts) and Dakini (in the Hindu context).
- The ritual murder of children bringing supernatural benefits, or the use of children's body parts producing potent magical remedies.

In cases of child abuse linked to faith or belief, a belief in magic or witchcraft is often used to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list, and there will be other examples where children have been harmed when adults think their actions have brought bad fortune.

Reporting Procedures

All staff members have a responsibility to report safeguarding/child protection concerns and suspicions of abuse. At our setting:

- Staff will report their concerns to the Designated Safeguarding Lead (DSL), **SHEFALI SHEKHAR** (in the absence of the DSL they will report concerns to the Deputy DSL, **NICOLA GREER**).
- Evidence of injuries (bruises, burn marks, etc.) or any information disclosed by children will be recorded and stored securely.
- For children who arrive at nursery with an existing injury, a form will be completed, along with the parent's/carer's explanation about how the injury was sustained. Staff will have professional curiosity around any explanations given, and any concerns about existing injuries will be reported.
- If appropriate, any concerns/or incidents will be discussed with the parent/carer, and discussions will be recorded. Parents will have access to these records on request in line with GDPR and data protection guidelines.

If there are queries/concerns about the injury/information given, the below procedure will be followed. The DSL will:

- Contact the local authority children's social care team to report concerns and seek advice immediately, or as soon as it is practical to do so. If the child is thought to be in immediate danger, the DSL will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children, the DSL will follow the Reporting Allegations Procedure (see below).
- Record the information and action taken relating to the concern raised.
- Speak to the parents (unless advised not to do so by the children's social care team).
- Follow up with the children's social care team if they have not contacted the setting within the timeframe set out in *Working Together to Safeguard Children* (2018). We will never assume that action has been taken.

Keeping children safe is our highest priority, and if, for whatever reason, staff do not feel able to report concerns to the DSL or Deputy DSL, they should call the local authority children's care team, the police or the NSPCC and report their concerns anonymously.

These contact numbers are displayed at the front of this document and on the staff notice board.

Responding to a Spontaneous Disclosure from a Child

If a child starts to talk openly to a member of staff about abuse they may be experiencing, staff will:

- Give full attention to the child.
- Keep body language open and encouraging.
- Be compassionate and understanding, and reassure the child that their feelings are important, using phrases such as, '*You've shown such courage today*'.
- Not interrupt the child; respect pauses and let the child set the pace.
- Recognise and respond to the child's body language.

- Show understanding.
- Make it clear they are interested in what the child is telling them.
- Reassure the child that they have done the right thing in telling and make sure they know that abuse is never their fault.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

Any disclosure will be reported to the DSL and will be referred to the local authority children's social care team immediately.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the DSL. This record should include:

- Child's name.
- Child's address.
- Age of the child and date of birth.
- Date, time and location of the observation or the disclosure.
- Exact words spoken by the child (word for word) and non-verbal communication.
- Exact position and type of any injuries or marks seen.
- Exact observation of any incident, including any concern reported, with date and time, and the names of any other person present.
- Any discussion held with the parent(s) (where deemed appropriate).

The record should be signed and dated by the staff member, countersigned by the DSL, and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure, details must be logged accurately. It is not the nursery's role to investigate; it is the responsibility of statutory services to do this.

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have about a child. We expect all members of staff to co-operate with the local authority children's social care team, police and any other professionals involved.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or work colleague.

Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the children's social care team/police does not allow this to happen. This

will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by the disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations must be kept confidential and shared only with those who need to know. Any information will be shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality, and information will not be discussed out of work, or this will become a disciplinary matter.

The nursery has due regard to the data protection principles in the Data Protection Act 2018 and General Data Protection Regulations (GDPR) (1). These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and we will ensure that any information is recorded and shared in an appropriate way.

Support to Families

We will continue to welcome the child and the family while enquiries are made in relation to abuse in a home situation. Parents and families will be treated with respect and in a non-judgmental manner while any external investigations are carried out.

Record Keeping

Confidential records kept on a child will be shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance from the local authority, with the proviso that the care and safety of the child is paramount.

Records to support the early identification of children and families who would benefit from support are also kept. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Allegations Against Adults Working or Volunteering with Children

If an allegation is made against a member of staff, student or volunteer, or any other person who lives or works on the nursery premises, regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation will be reported to the nursery manager. If the nursery manager is the subject of the allegation, it will be reported to the registered person instead.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

In all cases, we will follow the local safeguarding children partnership information about how to report an allegation, as outlined below:

- The DSL will immediately contact the Local Authority Designated Officer (LADO) for advice and guidance. Ofsted will also be notified.
- If an individual staff member believes that an allegation will not be taken seriously by the DSL, or is worried about the allegation getting back to the person in question, they must contact the LADO directly.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled.
- The management team will follow all instructions from the LADO and Ofsted, and will expect all staff members to do the same and co-operate fully.
- Support will be provided to all those involved in an allegation throughout the external investigation, in line with the LADO's support and advice.
- We reserve the right to suspend any member of staff during an investigation. Legal advice will be sought to ensure compliance with the law.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities.
- Founded allegations will be passed on to the relevant organisations, and where an offence is believed to have been committed, the police will also be informed.
- Founded allegations will be dealt with as gross misconduct offences, and may result in termination of employment. Ofsted will be notified immediately of any such decision. The Disclosure and Barring Service (DBS) will also be notified.
- All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and three months if that is longer. This will ensure that accurate information is available for references and future DBS checks, and prevent the necessity for any reinvestigation.
- We retain the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Unfounded allegations will result in all rights being reinstated.
- A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, mentoring and external support.

Monitoring Children's Attendance

As part of our requirements under the statutory framework and guidance documents, we are required to monitor children's attendance patterns to ensure they are consistent and give no cause for concern.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the management team are able to account for a child's absence. This should not stop parents taking precious time with their children. By keeping us informed, parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time, the parents will be called to ensure the child is safe. If the parents cannot be reached, the child's emergency contacts will be called. In the event we cannot establish contact, we may visit the child at home to confirm all parties are safe. If contact is still not established, we may notify the relevant authorities for them to investigate further. Where a child is part of a child protection plan, or during a referral process, any absences will be immediately reported to the local authority children's social care team to ensure the child is safe.

Looked After Children

To keep looked after children safe in our setting, we will require the following information:

- The legal status of the child (for example, whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order).
- Contact arrangements for the biological parents (or those with parental responsibility).
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after the child.
- The details of the child's social worker and any other support agencies involved.
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children Policy for further details.

Staff, Students and Volunteers

Our priority is to provide a secure and safe environment for all children. We follow safer recruitment practices, and all staff employed to work with children must have enhanced DBS certificates before being able to carry out intimate care routines or have unsupervised contact with children.

We carry out enhanced DBS checks for all staff, students and volunteers in the nursery. Volunteers and visitors are never allowed unsupervised access to children.

All staff, students and volunteers receive child protection training. This includes the procedures for identifying the signs and behaviours of abuse, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. Staff, students and volunteers are given the contact details for the local authority children's social care team, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns independently if they feel it necessary to do so.

Ongoing suitability of staff is monitored through:

- Regular supervisions.
- Peer observations.
- Safeguarding competencies.

- Regular review of DBS checks.

Designated Safeguarding Lead (DSL)

A named person within the nursery takes lead responsibility for safeguarding. This person is known as the Designated Safeguarding Lead (DSL). The DSL receives comprehensive training at least every two years, and updates their knowledge on an ongoing basis, but at least once a year.

At One World Montessori Nursery, the DSL is **SHEFALI SHEKHAR**.

The role of the DSL is to:

- Ensure that the Safeguarding/Child Protection Policy is reviewed in accordance with current guidance and that staff understand it.
- Take the lead on responding to information from staff relating to child protection concerns.
- Provide ongoing advice, support and guidance to staff, students and volunteers.
- Identify children who may need early help or who are at risk of abuse.
- Help staff to ensure that the right support is provided to families.
- Liaise with the local authority and other agencies in all matters relating to child protection concerns.
- Ensure the setting is meeting the EYFS safeguarding and welfare requirements.
- Ensure policies are in line with local safeguarding procedures.
- Manage and monitor accidents, incidents and pre-existing injuries, ensuring that accurate records are kept.
- Attend case conferences and external safeguarding meetings as requested by external agencies.

Keeping Children Safe

At One World Montessori Nursery, we safeguard children by:

- Providing adequate and appropriate staffing resources to meet their needs.
- Informing prospective employees that posts within the nursery are exempt from the Rehabilitation of Offenders Act 1974, and that DBS, reference, health, right to work and overseas police checks (where applicable) must be carried out before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Ensuring that staff, students and volunteers understand their responsibility to declare changes (including changes to information about their health, or their home life, such as child protection plans for their own children) that may affect their suitability to care for children.
- Carrying out enhanced DBS checks on a three-yearly basis for all staff, students and volunteers.

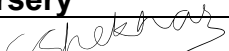
- Ensuring we receive at least two references (one of which will be from the applicant's present or most recent employer) before a staff member, student or volunteer commences work at the nursery.
- Carrying out enhanced DBS checks for all staff, students and volunteers.
- Ensuring that volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children.
- Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) in respect of any person who is dismissed from our employment, or who resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns. Any such person will be reported to the Disclosure and Barring Service (DBS).
- Having procedures for recording the details of visitors to the nursery and ensuring that no unauthorised person has unsupervised access to children.
- Ensuring that all visitors/contractors are supervised whilst on the premises, especially when in areas used by children.
- Monitoring changes in staff behaviour that may cause concern.
- Ensuring that staff, students and volunteers are aware not to contact parents/carers via social media, and that any such incidents will be dealt with under the Disciplinary Procedure.
- Ensuring that all staff, students and volunteers have access to, and understand, the Whistleblowing Policy, which provides information on how they can share any concerns about colleagues. We encourage a culture of openness and transparency, and all concerns are taken seriously.
- Ensuring that all staff, students and volunteers understand how to recognise signs of inappropriate staff behaviour. These may include inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images. This is not an exhaustive list; any changes in behaviour must be reported and acted upon immediately.
- Carrying out regular supervision meetings to provide opportunities for staff and students to discuss any issues relating to individual children, child protection training, safeguarding concerns and any requirements for further support or training.
- Ensuring that peer-on-peer observations are carried out, allowing staff to share constructive feedback, develop practice and build trust.
- Ensuring that the deployment of staff allows for constant supervision and support. During intimate care routines, or where children need to spend time away from the rest of the group, doors will be left ajar or other safeguards put into place to ensure the safety of both children and staff.

Our nursery has a clear commitment to protecting children and promoting their welfare. Should anyone believe that this commitment is not being upheld, it is their duty to bring the matter to the attention of the registered person at the earliest opportunity.

Early Help Services

When a child and/or family would benefit from support but do not meet the threshold for the local authority social care team, a discussion will take place with the family around Early Help Services.

Early Help Services provide support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any Early Help Services that would benefit children or a parent's individual circumstances, including family support, foodbank support, counselling or parenting classes.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

22. Health and Safety – General Policy

At One World Montessori Nursery, we provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, students and volunteers, and a safe early learning environment for children. To develop and promote a strong health and safety culture within the nursery, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements for implementing our Health and Safety Policy are set out below.

Legal Framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery, including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021.
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation, such as Control of Substances Hazardous to Health Regulation (COSHH).
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and Objectives

The aim of this policy statement is to ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we actively work towards the following objectives:

- Establishing and maintaining a safe and healthy environment throughout the nursery, including outdoor spaces.
- Establishing and maintaining safe working practices amongst staff and children.
- Making arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous materials and substances.
- Ensuring the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety, and ensuring that staff have access to regular health and safety training.
- Maintaining a healthy and safe nursery with safe entry and exit routes.
- Formulating effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.

- Practicing these procedures on a regular basis to enable the safe and speedy evacuation of the nursery.
- Maintaining a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Maintaining a safe environment for those with special educational needs and/or disabilities, and ensuring that all areas of the nursery are accessible (wherever practicable).
- Providing a safe environment for students or trainees to learn in.
- Encouraging all staff, students, volunteers, parents and visitors to report any unsafe working practices or areas to ensure immediate response by the management team.

We believe the risks in the nursery environment are low, and we will maintain the maximum protection for children, staff, students, volunteers, parents and visitors by:

- Ensuring all entrances and exits, including fire exits, are clearly identifiable, free from obstruction and easily opened from the inside.
- Regularly checking the premises, room by room, for structural defects, worn fixtures and fittings or electrical equipment, and taking the necessary remedial action.
- Ensuring that all children, staff, students, volunteers, parents and visitors are aware of the procedure to follow in case of fire, and that regular fire drills are carried out.
- Having the appropriate fire detection and control equipment and ensuring it is checked regularly so that it is always in working order.
- Ensuring that all staff, students and volunteers are aware of the procedure to follow in case of accidents.
- Ensuring that staff, students and volunteers take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Ensuring there are suitable hygienic changing facilities (see Infection Control Policy).
- Prohibiting smoking/vaping on the nursery premises.
- Prohibiting any contractor from working on the premises without prior discussion with the nursery owner or manager.
- Encouraging children to manage risks safely, and prohibiting running inside the premises, unless in designated areas.
- Risk assessing all electrical sockets, and taking appropriate measures to reduce risks where necessary, ensuring that no trailing wires are left around the nursery.
- Ensuring all cleaning materials are placed out of the reach of children and kept in their original containers.
- Ensuring staff wear protective clothing when cooking or serving food.
- Prohibiting certain foods that may relate to children's allergies. NUTS ARE NOT ALLOWED IN THE NURSERY.
- Following the EU Food Information for Food Consumers Regulations (EU FIC) by identifying the 14 allergens listed by EU Law that we use as ingredients in

any of the dishes we provide to children and ensuring that all parents are informed.

- Following the Allergies and Allergic Reactions Policy for children who have allergies or have a reaction at the nursery.
- Ensuring risk assessments are undertaken on the storage and preparation of food produce within the nursery.
- Familiarising all staff and visitors with the position of the first aid boxes and ensuring all know who the appointed first aiders are.
- Providing appropriately stocked first aid boxes and checking their contents regularly.
- Ensuring children are supervised at all times.
- Taking all reasonable steps to prevent unauthorised persons entering the premises and having an agreed procedure for checking the identity of visitors.
- Ensuring no student or volunteer is left unsupervised at any time.
- Ensuring staff paediatric first aid certificates or a list of staff who hold a current PFA certificate are on display (and/or made available to parents).

Responsibilities

The designated Health and Safety Officer in the nursery is **SHEFALI SHEKHAR**.

The employer has overall and final responsibility for this policy being carried out at: One World Montessori Nursery, 56 Minford Gardens, London, W14 0AW.

All staff, students and volunteers have a responsibility to co-operate with the management team to ensure a healthy and safe environment, and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as serious disciplinary matters.

Whenever a member of staff notices a health or safety issue or problem which they are not able to rectify, they must immediately report it to the appropriate person named above.

Parents and visitors are requested to report any concerns they may have to the nursery owner or manager.

Daily contact, weekly staff meetings and health and safety meetings provide consultation between management and employees. These include health and safety matters.

Health and Safety Training

The person responsible for monitoring staff training is **NICOLA GREER**.

Health and safety is covered in all induction training for new staff.

Training Table

Area	Training required	Who
Paediatric First aid	Course	All staff
Safeguarding/Child Protection	In house training/course	All staff and students
Risk Assessment	In house training/course	All staff
Fire Safety Procedures	In house training	All staff and students
Use of Fire Extinguisher	In house training/course	All staff where possible
Food Hygiene	In house training/course	All staff
Allergy Awareness	In house training/course	All staff and students
Manual Handling	In house training/course	All staff and students
Fire Marshal Duties	In house training/course	Fire Marshal
Medication requiring technical or medical knowledge, e.g. EpiPen	External course	As required
SENCO	External course	SENCO
Supervision and Appraisal	In house training/course	Manager

It is a legal requirement for at least one member of staff in a nursery to hold a full paediatric first aid (PFA) certificate. The certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS 2021. This must be renewed every three years, and the emergency PFA course taken face to face.

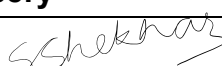
In addition to this, all newly qualified entrants to the Early Years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work to be included in the required staff: child ratios at level 2 or level 3.

At One World, we take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All staff, students and volunteers receive paediatric first aid training, consistent with the criteria set out in Annex A of the EYFS 2021, within three months of starting work at the nursery.

Health and Safety Arrangements

- All staff are responsible for general health and safety in the nursery.
- Risk assessments are conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources, cleaning equipment and lone working.
- These are reviewed at regular intervals and when arrangements change.
- All outings away from the nursery (however short) will include a prior risk assessment.

- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them. Any issues are brought to the immediate attention of the manager.
- We provide appropriate facilities for all users of the nursery to receive a warm welcome, and provide for their basic care needs, for example, easy to access toilet area and fresh drinking water.
- We adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, students, volunteers, parents and visitors are safe in relation to any chemicals we may use on the premises.
- We identify and assess any water sources at risk of legionella², and manage these risks including avoiding stagnant water.
- All staff, students and volunteers receive appropriate training in all areas of health and safety, including risk assessments, manual handling, fire safety and emergency evacuation procedures.
- We have a clear Accident and First Aid Policy to follow in the case of any person in the nursery suffering injury from an accident or incident.
- We have a clear Fire Safety Policy, which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is shared with all staff, students, volunteers, parents and visitors to the nursery.
- We review accident and incident records to identify any patterns/hazardous areas.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents receive these updates, as with all policy changes, as and when they happen.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

² <https://www.hse.gov.uk/legionnaires/>

23. Modern Slavery and Human Trafficking Policy

Legislation

The Modern Slavery Act received Royal Assent on 26 March 2015. The Act consolidates slavery and trafficking offences and introduces tougher penalties and sentencing rules.

Background

Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or sold on.

Modern slavery is a term that covers:

- Slavery.
- Servitude and forced or compulsory labour.
- Human trafficking.

Victims of modern slavery are also likely to be subjected to other types of abuse, such as physical, sexual and emotional abuse. This policy should be used alongside the following policies to ensure all children, staff, students, volunteers, parents and visitors are fully safeguarded:

- Safeguarding and Child Protection
- Whistleblowing
- Equality and Inclusion

For an adult or child to be a victim of human trafficking, there must be:

- **Action** (for example, recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation).
- **Means** (threat or use of force, coercion, abduction, abuse of power or vulnerability). There does not need to be 'means' for children as they are not able to give informed consent.
- **Purpose** (for example, sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs).

Signs of Abuse

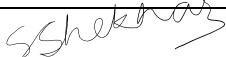
A victim of human trafficking may not be able to move around freely and might be reluctant to interact with others. They may appear frightened, withdrawn, or show signs of physical or psychological abuse. They may have few personal belongings and wear the same clothes every day or wear unsuitable clothes for work.

Responding to a Concern

When a concern is raised about slavery or trafficking, we will follow the procedures set out in our Safeguarding/Child Protection Policy. If the child (or adult) is at risk of immediate harm, the police will be called. Otherwise, the local authority will be informed.

If you are in the UK and suspect someone might be in slavery, you have several options:

- Call the Modern Slavery Helpline on 08000 121 700 or fill out an online form.
- Contact Crimestoppers on 0800 555 111.
- Contact the police or local authority children's social care team.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

24. Prevent Duty and Radicalisation Policy

Extremism – Prevent Duty

Working Together to Safeguard Children (2018) defines extremism. It states:

“Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.”

Under the Counter-Terrorism and Security Act 2015, we have a duty to refer any concerns of extremism to the police. (In Prevent priority areas, the local authority will have a Prevent lead who can also provide support.)

Reasons for referral may include causes for concern relating to changes in the behaviour of a child or family member, comments made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the child's safety. We will be alert to any early signs in children and families who may be at risk of radicalisation.

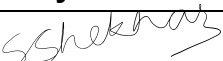
The NSPCC states that radicalised individuals may exhibit certain behaviours, including:

- Isolating themselves from family and friends.
- Talking as if from a scripted speech.
- Unwillingness or inability to discuss their views.
- A sudden disrespectful attitude towards others.
- Increased levels of anger.
- Increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation.
- Ensuring that staff understand how to recognise early indicators of potential radicalisation and terrorism threats, and act on them appropriately in line with national and local procedures.
- Make any referrals relating to extremism to the police (or government helpline) in a timely way, sharing relevant information as appropriate.

- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values.
- Using the document, *Prevent Duty Guidance for England and Wales* (3).

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

³ <https://www.gov.uk/government/publications/prevent-duty-guidance>

25. Domestic Abuse, Honour Based Violence and Forced Marriage Policy

This policy should be read alongside our:

- Safeguarding /Child Protection Policy.
- Data Protection and Confidentiality Policy.
- GDPR Privacy Notice.

The official definition of domestic abuse is: *“any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. In practice domestic abuse is the abuse of power and control over one person by another and can take many different forms, including physical, sexual, emotional, verbal and financial abuse.”*

Domestic abuse can happen to anyone, regardless of gender, age, social background, religion, sexuality or ethnicity, and domestic abuse can happen at any stage in a relationship.

We aim to develop staff knowledge of recognising the signs and symptoms of domestic violence. These signs may include:

- Changes in behaviour: for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed, etc.
- Visible bruising, or repeated injuries with unlikely explanations.
- Changes in the manner of someone's dress: for example, clothes that do not suit the climate which may be used to hide injuries.
- A partner or ex-partner stalking an employee or parent in or around the workplace; this may include excessive phone calls or messages.
- A partner or ex-partner exerting an unusual amount of control or demands over an individual's work schedule.
- Frequent lateness or absence from work.

We will raise awareness of domestic abuse within our setting by:

- Sharing information about external organisations that can offer support with incidents of domestic violence.
- Providing all staff with the telephone number for the free 24-hour National Domestic Violence Helpline (0808 2000 247).

The Domestic Violence, Crime and Victims Act 2004 extended provisions to help stop domestic abuse. It created a new offence: 'causing or allowing the death of a child or vulnerable adult'. This Act was amended in 2012 (Domestic Violence, Crime and Victims (Amendment) Act 2012) to include 'causing or allowing serious physical harm (equivalent to grievous bodily harm) to a child or vulnerable adult'.

If we are concerned that domestic abuse is happening within a home and a child is at risk, we will follow our Safeguarding/Child Protection Policy.

Where incidents of domestic violence are shared by a staff member, student, volunteer or parent/carer, we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

Honour Based Violence

Honour Based Violence (HBV) can be described as ‘a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour’, such as being held against their will, sexual or psychological abuse, threats of violence, assault or forced marriage.

Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be a form of domestic and/or sexual violence. There is no honour or justification for abusing the human rights of others.

We aim to develop staff knowledge of recognising the signs and symptoms of HBV. These signs may include:

- Changes in how a victim dresses or acts (they may stop wearing ‘western’ clothing or make-up).
- Visible injuries, or repeated injuries, with unlikely explanations.
- Signs of depression, anxiety or self-harm.
- Frequent absences.
- Restrictions on friends or attending events.

We will raise awareness of domestic abuse within our setting by:

- Sharing information about external organisations that can offer support with incidents of HBV. The information will be displayed in visible spaces within the setting.

Where incidents of HBV are shared by a staff member, student, volunteer or parent/carer, we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

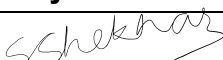
Forced Marriage

A forced marriage is defined as ‘a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some

vulnerable adults who lack the capacity to consent, coercion is not required for a marriage to be forced.'

If we suspect or receive information about a forced marriage being planned, we will follow our safeguarding reporting procedures. If the person concerned is under the age of 18 years, we will report the incident to the local authority children's social care team.

If we believe a person is in imminent danger of being forced into a marriage, we will contact the police and/or the Forced Marriage Unit (FMU) on 020 7008 0151.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

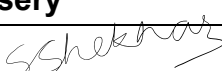
26. Health and Safety in the Office

At One World Montessori Nursery, we take the welfare of our staff, students and volunteers seriously, and put safeguards in place to help protect their health and safety. This includes any staff who are required to undertake office duties as part of their role, including sitting at a computer. We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

Staff using computers can help to prevent health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
- Maintaining a good posture.
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach.
- Changing position regularly.
- Using a good keyboard and mouse technique with wrists straight and not using excessive force.
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
- Adjusting the screen controls to prevent eyestrain.
- Keeping the screen clean.
- Reporting to the manager any problems associated with use of the equipment.
- Planning work so that there are breaks away from the workstation.

If an employee requires additional support, they should let the nursery owner or manager know as soon as possible.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

27. Fire Safety Policy

At One World Montessori Nursery, we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the event of a fire or other emergency.

Our designated fire marshal is **SHEFALI SHEKHAR**.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshal ensures we have all the appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) and seeks advice from our fire risk assessor (**MARTIN DUNNE – FIRECARE 999**), as necessary.

The designated fire marshal also has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, for example, a large intake of children or a new member of staff joins the nursery. These drills are planned to occur at different times of the day and on different days to ensure evacuations are possible under different circumstances, and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example, keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information about using alternative exits depending on where the fire may be situated.

The fire detection and control equipment and the fire exits are checked in accordance with the timescales set out in the checklist below.

Fire Checklist

	Who Checks	How Often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	ALL STAFF	DAILY	CLASSROOMS, CORRIDORS
Fire extinguishers and blankets	MARTIN DUNNE – FIRECARE 999	ANNUALLY	CLASSROOMS, CORRIDORS, KITCHEN
Evacuation pack	SHEFALI SHEKHAR, MANAGER	WEEKLY	STOREROOM

Smoke/heat alarms	RUS BANDARA, EIS ELECTRICAL	2 X ANNUALLY	CLASSROOMS, CORRIDORS, KITCHEN
Fire panel/alarms (test)	SHEFALI SHEKHAR, MANAGER	WEEKLY	CLASSROOMS, CORRIDORS, KITCHEN
Fire panel/alarms (service)	RUS BANDARA, EIS ELECTRICAL	2 X ANNUALLY	CLASSROOMS, CORRIDORS, KITCHEN
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	SHEFALI SHEKHAR, MANAGER	DAILY	CLASSROOMS, CORRIDORS

Registration

An accurate record of all adults and children present in the building is kept, and adults and children are marked in and out on arrival and departure. An accurate record of visitors is kept in the visitors' book. These records are taken out, along with registers and emergency contact lists, in the event of a fire.

No Smoking/Vaping Policy

The nursery operates a strict No Smoking/Vaping Policy – please see this separate policy for details.

Fire Drill Procedure

In the event of a fire:

- The alarm will sound automatically. If the alarm does not sound automatically, activate the nearest manual call point.
- Immediately evacuate the building under guidance from the fire marshal (the fire marshal will collect children's room registers, staff signing in records and the visitors' book).
- Using the nearest accessible exit, lead the children out and assemble outside **ST. SIMON'S CHURCH, ROCKLEY ROAD**.
- Close all doors behind you wherever possible.
- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe.
- Keep the children calm and together.

- Wherever possible, alert the emergency services of your location and the identity of the children and other adults with you.

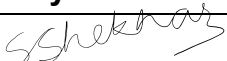
The fire marshal will:

- Collect children's room registers, staff signing in records, the visitors' book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets).
- Telephone emergency services: dial 999 and ask for the fire service.
- At the fire assembly point area outside **ST. SIMON'S CHURCH, ROCKLEY ROAD**, check the children against the register.
- Account for all adults: staff and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember:

- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

This policy is updated at least annually and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

28. Safety Checks Policy

At One World Montessori Nursery, we take reasonable steps to ensure the safety of children, staff and others on the premises, including carrying out safety checks on a regular basis in accordance with the timescales set out at the end of this policy. These include daily safety checks of the premises, both indoors and outdoors, and all equipment and resources. The checks are recorded, and any issues and solutions are documented.

All staff, students and volunteers are trained in health and safety. They know how to recognise potential hazards, including near misses in the nursery environment, and how to monitor safety at all times.

Risk Assessments

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often the action will be undertaken, and how this will be monitored and checked and by whom.

We carry out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children and adults at the nursery. When circumstances change in the nursery, for example, a significant piece of equipment or a new activity/experience is introduced, we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks.

All outings away from the nursery are individually risk assessed. For more details, refer to the Visits and Outings Policy.

Electrical Equipment

Who checks	How often	Location/Tel. no.
RUS BANDARA, EIS ELECTRICAL	ANNUALLY	020 7175 0337 0798 436 3052

All electrical cables are kept out of the reach of children, and are shielded by furniture where they need to be at floor level. Electrical sockets are all risk assessed and any appropriate safety measures are in place.

Mains Information

Locations of:

- Water stop tap: UPPER KINDERGARTEN CLASSROOM.

- Fuse box: STOREROOM.
- Main electricity box: LOWER KINDERGARTEN CLASSROOM.

Dangerous Substances

All dangerous substances, including chemicals, are kept in locked areas out of children's reach. All substances are kept in their original containers with their original labels attached. Safety data sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments are kept, and appropriate personal protection is used, for example, gloves, aprons and goggles.

Hot Drinks and Food

Hot drinks must only be consumed in the dining room when children are not present. No bottled/canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms or outside.

Transport and Outings

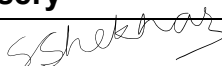
The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures, including the arrangements for transporting and the supervision of children when away from the nursery.

Room Temperatures

- Staff must be aware of room temperatures in the nursery and must ensure they are suitable at all times.
- Staff must always be aware of the dangers of babies and young children being too warm or too cold.
- Temperatures should not fall below 16°C in the nursery.
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Water Supplies

- A fresh drinking water supply is available and accessible to all children, staff and visitors.
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

29. Arrivals and Departures Policy

At One World Montessori Nursery, we give a warm welcome and goodbye to every child and parent or carer.

On arrival, parents are requested to pass the care of their child to a specific member of staff who will ensure the child's safety (this is usually a senior staff member at the door). The staff member receiving the child will immediately record the child's arrival in the daily attendance register. The staff member will also record any specific information provided by the parent.

If the parent requests that the child is given medicine during the day, the staff member will ensure that the parent fills in the medication book.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification and a password are also required where possible for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

The child's key person will plan the departure of the child, including the sharing of information with the parent about the child's day, in addition to what may already have been shared via electronic systems, for example, meals, sleep time, activities, interests and progress, etc. The parent will be informed about any accidents or incidents and asked to sign the appropriate records before departure. Where applicable, all medicines will be recovered from the medicine box/fridge after the parent has arrived and handed to him or her personally. The parent will then be asked to sign the medication book to acknowledge that the child was given medicine.

We will not release a child to anyone other than the child's parent or known carer, unless an agreement was made at the time of arrival. In the case of any emergency, such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure, and contact the nursery owner or manager about the arrangement as soon as possible.

On departure, the staff member releasing the child will mark the register immediately to show that the child has left the premises.

Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping off or collecting children; this is to ensure safety at all times. In the unlikely event that someone gains unauthorised access to the premises, and if it feels safe to do so, a member of staff will ask the person what the purpose of their visit is. If needed, the Lockdown Procedure will be initiated and the police will be called (see Lockdown Procedure).

Adults Arriving Under the Influence of Alcohol or Drugs

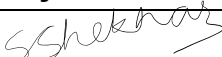
Please refer to the Alcohol and Substance Misuse Policy.

Arrivals and Departures of Visitors

For arrivals and departures of visitors, the nursery requires appropriate records to be completed on entry and exit, for example, in the visitors' book. Please refer to Supervision of Visitors Policy for further information.

Staff, Students and Volunteers

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building, including when on breaks.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

30. Late Collection and Non-Collection Policy

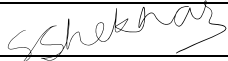
At One World Montessori Nursery, we offer morning, afternoon and full day sessions. Parents can collect children from the nursery flexibly within these time periods; however, they must do so no later than scheduled end times. For example, if a child attends the morning session, he or she must be collected no later than 1pm. A child attending a full day session must be collected no later than 4pm. We understand that some parents may arrive earlier to collect their child; this is acceptable. However, the full fees will still be payable for the allocated session times.

We give parents information about the procedures to follow if they expect to be late. These include:

- Calling the nursery as soon as possible to advise of their situation and expected time of arrival.
- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent.
- Asking a designated adult to collect the child wherever possible.
- Informing the nursery of this person's identity, so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by the situation.
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person, including their date of birth where known. The designated person must know the child's password for the nursery staff to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time has been allowed for lateness, the following procedure will be initiated:

- The nursery manager will be informed that a child has not been collected.
- The manager will try to contact the parents on the telephone numbers provided. If contact cannot be established, the manager will call the emergency contacts listed on the child's records.
- The manager (or staff member in charge) and one other member of staff will stay behind with the child (if outside normal operating hours). The manager will continue to telephone the emergency numbers until contact is made. These calls will be logged on a full incident record.
- If contact has still not been made after one hour has lapsed, the manager will notify the local authority children's social care team.
- Ofsted will also be notified.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- The child's welfare and needs will be met at all times, and to minimise distress, staff will distract, comfort and reassure the child during the process.
- In the event of any lateness, a fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside normal nursery hours may incur.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

31. Visits and Outings Policy

At One World Montessori Nursery, we take children on a range of local outings. We believe that visits and outings complement and enhance the learning opportunities for children and extend children's experiences.

Planning Visits and Outings

Visits and outings are carefully planned, using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist and full risk assessment will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will also endeavour to visit the venue prior to the visit to ensure that it is appropriate for the ages and stages of development of the children.
- Written permission will always be obtained from parents before taking children out on trips.
- We provide appropriate staffing levels for outings, dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate, and this will be increased where risk assessment of proposed activity deems it necessary.
- We designate one member of staff to be the outing leader. This will be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies/incidents.
- A fully stocked first aid box will always be taken on outings, along with any medication or equipment required.
- A nursery register, together with all parent and staff contact numbers, will be taken on outings.
- Regular headcounts will be carried out.
- All staff will be easily recognisable by other members of the group; they will wear high visibility vests/jackets.
- A fully charged nursery mobile phone will be taken as a means of emergency contact (*staff are reminded of the Mobile Phone Policy and asked to leave personal phones at the setting*).
- In the event of an accident, staff will assess the situation. If required, the group will return to the nursery immediately and parents will be contacted to collect their child. In the event of a serious accident, an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

Outings Plan

An outings plan will be completed prior to the outing. The plan will include details of:

- The name of the designated person in charge - the outing leader.
- The name of the place where the visit will take place.
- The estimated time of arrival at the venue, and the expected time of arrival back at the nursery.
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size.
- The equipment needed for the trip, for example, first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch, etc.
- Method of transportation and travel arrangements (including the route).
- Financial arrangements.
- Emergency procedures.
- The name of the designated first aider and the first aid provision.
- Links to children's learning and development needs.

Use of Vehicles for Outings

- Parents will be informed, and written permission obtained in advance of any visit or outing involving the transportation of children away from the nursery.
- The arrangements for transporting children will always be carefully planned, and where necessary, additional people will be recruited to ensure the safety of the children. This is particularly important where children with special educational needs and/or disabilities are concerned.
- All vehicles used in transporting children will be properly licensed, inspected and maintained.
- Drivers of vehicles will be adequately insured.
- All vehicles used will be fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the ages/weights of the children carried in the vehicle. Any minibuses/coaches will be fitted with 3-point seat belts.
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers.

If a vehicle is used for outings, the below procedure will be followed:


- We will ensure that safety restraints/3-point seat belts are used.
- We will ensure that the maximum seating is not exceeded.
- No child will be left in a vehicle unattended.
- Extra care will be taken when getting into or out of a vehicle.
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment, etc.

Lost Children and Other Emergencies

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be notified.

In the event of an emergency, including a terrorist attack, staff will look for a safe place to take children, and will remain there until the danger passes.

Detailed risk assessments will be completed prior to all outings.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

32. Visits and Outings Planning

Copies of this planning record are both taken on the outing and left at the nursery.

Leader and Contact Number	
Deputy Leader and Contact Number	
Venue Name Address	
Telephone Number	
Preliminary Visit/ Information Received	
Date and Time of Outing	
Itinerary	
Number of Children	
Ages of Children	
Children with Special Educational Needs/Disabilities Requirements	
Risk Assessment Completed? Please Attach Copy	
Adult/Child Ratio	
Group Supervisor Special Skills Needed	

Supervisor and Staff Names/Contact Numbers	
Travel Arrangements (e.g. public/private, company used, times, emergency etc.)	
Financial Arrangements/ Information (e.g. venue, travel, insurance costs, funding available, etc.)	
Insurance Information (e.g. type of insurance, cover, emergency contact details, etc.)	
Emergency Procedures (e.g. who is in charge, recording incidents, liaison with others, etc.)	
First Aid Provision (e.g. first aiders, responsible person, venue, travel provision, etc.)	
Aims and Objectives of Outing, Learning and Development Links, Including Outing Activities (e.g. what to expect at venue, where children will go, what they will do, what learning will take place, etc.)	
Pre-Visit Activities (e.g. what learning will have taken place before the outing, etc.)	
Post-Visit Activities/Follow Up (e.g. what learning/ consolidation will take place after the outing, etc.)	
Organisation Leader's Signature	

Outing Evaluation

Venue (e.g. suitability, facilities, content, attitude to clients, etc.)	
Transport (e.g. helpfulness, reliability, attitude to clients, etc.)	
Itineraries and Activities at the Venue (e.g. what worked and did not work, which were most effective, etc.)	
Pre-Visit Activities	
Post-Visit Activities	
Children's Enjoyment and Learning Outcomes	
Outcomes Across EYFS	Feedback from Children

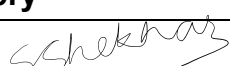
Key Interests that Emerged	Suitable Activities Within the Setting

33. Lost Child Procedure from Nursery

At One World Montessori Nursery, we take all reasonable steps to ensure the safety of children on the premises. We only release children into the care of individuals who have been authorised by parents, and we have safety systems in place to ensure that children do not leave the premises unsupervised.

In the unlikely event of a child going missing from the nursery, the following procedure will be immediately implemented:

- Staff will supply information to support the search, for example, a recent photograph of the child and/or a detailed description of the child's clothing.
- Some staff will be deployed to start an immediate search of the nursery, followed by a search of the surrounding area, while other staff will stay with the children, ensuring that they remain supervised, calm and supported throughout.
- The nursery manager will call the police and follow police guidance. The parents of the missing child will also be contacted.
- A second search of the area will be carried out.
- During this period, some staff will be continually searching for the missing child, while other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- In the unlikely event that the child is not found, we will follow the local authority and police procedure.
- Any incidents will be recorded in writing as soon as practicably possible, including the outcome, who was lost, time identified, notification to police and findings.
- Ofsted will be notified about the incident.
- With incidents of this nature, parents, carers, children and staff may require support and reassurance following the traumatic experience. The management team will provide this or seek further support where necessary.
- In any cases with media attention, staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to minimise the possibility of any reoccurrence.

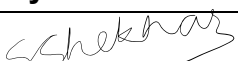
This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

34. Lost Child Procedure from Outings Policy

At One World Montessori Nursery, we take all reasonable steps to ensure that children are kept safe while on outings. We assess the risks or hazards that may arise for children, and identify steps to remove, minimise and manage those risks and hazards. This includes the consideration of adult to child ratios and carrying out regular headcounts of children during any outing or visit.

In the unlikely event of a child going missing whilst on an outing, the following procedure will be implemented:

- Staff will supply information to support the search, for example, a recent photograph of the child and/or a detailed description of the child's clothing.
- Some staff will be deployed to start an immediate search of the area; other staff will ensure that the rest of the children remain supervised, calm and supported throughout.
- If applicable, on-site security will also be informed and a description given.
- The designated person in charge will immediately inform the police.
- The designated person in charge will then contact the child's parents, giving details of what has happened.
- During this period, some staff will continue to search for the missing child, while other staff will maintain the safety and welfare of the remaining children.
- All incidents will be recorded in writing as soon as practicably possible, including the outcome, who was lost, time identified, notification to police and findings.
- In the unlikely event that the child is not found, we will follow the local authority and police procedure.
- Ofsted will be notified about the incident.
- With incidents of this nature, parents, carers, children and staff may require support and reassurance following the traumatic experience. The management team will provide this or seek further support where necessary.
- In any cases with media attention, staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to minimise the possibility of any reoccurrence.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

35. Adverse Weather Policy

At One World Montessori Nursery, we have an Adverse Weather Policy in place to prepare for all weather conditions that might affect the running of the setting, such as floods, snow and heat waves.

If adverse weather impacts on the ability of the nursery to open or operate, we will contact parents via phone or email.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

Flood

In the case of a flood, we will follow our Critical Incident Policy to enable all children and staff to be safe, and continuity of care to be planned for.

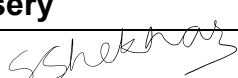
Snow or Other Severe Weather

If heavy snowfall or another severe weather condition is threatened, the nursery owner will make a decision about whether the nursery will close, taking into account the safety of the children, their parents and the staff team. If the decision is made to close the nursery, we will contact all parents to arrange for collection of children.

In the event of staff shortages due to snow or other severe weather, we will contact all available off duty staff and/or agency staff. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised, then we will take the decision to close the nursery.

Heat Wave

Staff will make day-to-day decisions about the length of time spent outside, depending on the strength of the sun. On hot days, children will not be allowed in direct sunlight between 11am – 3pm. Shaded areas will be provided to ensure children are still able to go out in hot weather, cool down or escape the sun should they wish or need to. For further details, please refer to our Sun Care Policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

36. Critical Incident Policy

At One World Montessori Nursery, we understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a Critical Incident Policy in place to ensure that the nursery is able to operate effectively in the case of a critical incident. Such incidents might include:

- Flood.
- Fire.
- Burglary.
- Abduction or threatened abduction of a child.
- Bomb threat/terrorism attack.
- National outbreaks of infection/health pandemics.

If any of these events impact on the ability of the nursery to operate, we will contact parents at the earliest opportunity.

Flood

There is always a danger of flooding from adverse weather conditions or a burst pipe. We cannot anticipate adverse weather; however, we can ensure that we carry out regular maintenance checks of our water and heating systems to reduce the likelihood of leaks. Our heating systems are checked and serviced annually by a registered electrical engineer, and conform to all guidelines and legislation.

If flooding occurs when the nursery is in session, the manager will make an assessment based on the severity and location of the flooding, and may deem it necessary to evacuate the premises. In this event, children will be taken to **ST. SIMON'S CHURCH**, and parents will be notified.

Fire

Please refer to the Fire Safety Policy.

Burglary

The cleaning staff at the nursery are responsible for ensuring that all doors and windows are closed and locked before the premises are vacated.

The manager or most senior member of staff on duty will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into, they will follow the procedure below:

- In an emergency, they will dial 999, or in a non-emergency, 101, and give as much information as possible, i.e. name, location and details of what has occurred. They will emphasise that this is a nursery and that children will be arriving soon.

- They will contain the area to ensure no one enters until the police arrive.
- Where it is safe to do so, staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed, staff will follow police advice. This may include temporary short-term closure and/or relocation to ensure the safety of the children.
- The manager will help the police with enquiries, for example, by identifying items missing, areas of entry, etc.
- The manager will be available during this time to speak to parents, reassure children and direct enquiries.
- The management team will assess the situation following a theft, and ensure that parents are kept up to date with developments relating to the operation of the nursery.
- Arrangements will be made to ensure the nursery is made safe and secure again.

Abduction or Threatened Abduction of a Child

We have secure safety procedures in place to safeguard children in our care, including taking reasonable steps to ensure that children do not leave the premises unsupervised, and to prevent unauthorised persons entering the premises. Staff are vigilant at all times, and know to report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the Supervision of Visitors Policy.

Children will only be released into the care of a designated adult; see the Arrivals and Departures Policy for more details. Parents are requested to inform the nursery about any potential custody proceedings or family concerns as soon as they arise, so the nursery is able to support the child. The nursery will not take sides in relation to any custody arrangements and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regard to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from the nursery, the following procedure will be followed:

- The staff member will immediately notify the manager, and the manager will take control, dialling 999, and requesting the police. Instructions from the emergency response team will be followed.
- The child's parent(s) will be contacted.
- All other children will be kept safe and secure, reassured and calmed where necessary.
- The police will be given as much information as possible, including details about the child, a description of the abductor, a car registration number if applicable, the time and direction of travel if seen, and any family situations that may have precipitated the event.

- Any incidents will be recorded in writing as soon as practicably possible, including the outcome, who was abducted, time identified, notification to police and findings.
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure.
- Ofsted will be notified.
- With incidents of this nature, parents, carers, children and staff may require support and reassurance following the traumatic experience. The management team will provide this or seek further support where necessary.
- In any cases with media attention, staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted.

Bomb Threat/Terrorism Attack

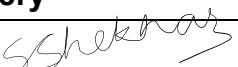
If a bomb threat is received at the nursery, the person receiving the threat will record all details given (wherever possible) and raise the alarm/contact emergency services at the soonest opportunity. The procedure set out in the Fire Safety Policy will be followed for any incident requiring the emergency evacuation of the nursery. Ofsted will also be notified. With incidents of this nature, parents, carers, children and staff may require support and reassurance following the traumatic experience. The management team will provide this or seek further support where necessary.

Any Other Significant Incidents

The procedure set out in the Fire Safety Policy will be followed for any incident requiring the emergency evacuation of the nursery. Other incidents, for example, no water supply, will be dealt with on an individual basis, taking into account the effect on the safety, health and welfare of the children and staff in the nursery. If there is an incident outside the nursery building and it is safer to stay inside, the Lockdown Procedure will be initiated.

National Outbreaks of Infection/Health Pandemics

In the event of a national outbreak of a health pandemic, we will follow government health advice and guidance, legal advice and advice from our insurance provider. The setting will remain open provided there are sufficient staff to care for children, and measures to ensure that risks to children and staff are minimised will be implemented. These may include excluding infected children/staff/parents or family members from the setting for a set period, to prevent the spread of infection. Each case will be assessed on an individual basis.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

37. Lockdown Procedure

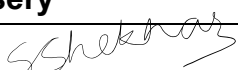
At One World Montessori Nursery, we take all reasonable steps to ensure the safety of children, staff and others on the premises. In the event of an emergency requiring a full lockdown, we will follow the Lockdown Procedure.

We will implement the Lockdown Procedure when the safety of the children, staff and others on the premises is at risk, and we consider that we will be better placed inside the building, with doors and windows locked and blinds/curtains drawn. We will activate this emergency procedure in response to a number of situations, for example:

- A disturbance in the local community (with potential to pose a risk to staff and children in the nursery).
- An intruder on the nursery site (with potential to pose a risk to staff and children in the nursery).
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud, etc.).
- A major fire or explosion in the vicinity of the nursery – provided it is safer staying in the premises than leaving.

In any such event:

- A whistle will be blown.
- All individuals, including children, inside the building will remain where they are, provided it is safe for them to do so. If children are outside, staff will promptly and calmly direct them into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever it is safe to do so.
- All individuals will keep away from windows and doors, and children will be occupied in the centre of the room, so they are not placed at risk or able to see any situation developing outside.
- If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases, where the situation has been alerted by the police or local authority, the nursery will await further instructions.
- Once the all clear has been received, the manager will notify staff. After this time, staff will try to return to normal practice to enable the children not to be disrupted or upset by events.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- After the event, a post-incident evaluation will be conducted.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

38. Manual Handling

At One World Montessori Nursery, we recognise that there are times when staff need to carry out manual handling, especially in relation to lifting babies and young children. Staff must be aware and adhere to the nursery's Manual Handling Policy to prevent/minimise any injuries resulting from poor manual handling. We instruct all staff in correct handling techniques, and expect them to follow these to minimise the risks of injury.

We know that lifting and carrying babies and young children is different to carrying static loads, and therefore our manual handling training reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

Preventing Injuries

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, for example, lifting children when changing nappies, we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Our manual handling assessment considers the following:

- The tasks to be carried out.
- The load to be moved (including moving children).
- The environment in which handling takes place.
- The capability of the individual involved in the manual handling.

We expect staff to use the following guidance when carrying out manual handling to reduce the risk of injury:

Planning and Procedure

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there.
- Never attempt manual handling unless you have read the correct techniques and understand how to use them.
- Ensure that you are capable to undertake the task – people with health problems and pregnant women may be particularly at risk of injury.
- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going.

- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment, for example, a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards, such as uneven/slippery flooring.
- Ensure lighting is adequate.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Consider a resting point before moving a heavy load or carrying something any distance.

Carrying Children

- If the child is old enough, ask them to hold onto you, as this will support you and the child when lifting.
- Do not place the baby/child on your hip; carry them directly in front of you to balance their weight equally.
- Wherever possible, avoid carrying the baby/child a long distance.
- Where a baby is young and is unable to hold onto you, ensure you support them fully within your arms.
- Avoid carrying anything else when carrying a baby/child. Make two journeys or ask a colleague to assist you.
- If a baby/child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the baby/child before continuing.
- Students and pregnant staff members will not carry babies/children.

Position for Lifting

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself, or turn the load around, so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture:

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip.
- Keep the shoulders level, without twisting or turning from the hips.

- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

Moving a Baby/Child or Load

- Move the feet, keeping the baby/child or load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the baby/child or load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the baby/child or load down.
- If you are carrying a load, position and secure it after putting it down.
- Make sure that the baby/child or load is rested on a stable base, and in the case of the baby/child, ensure their safety in this new position.
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example, to the activity or the load, the task must be reassessed.

The Task

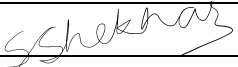
- Carry children or loads close to the body; lifting and carrying the load at arm's length increases the risk of injury.
- Avoid awkward movements, such as stooping, reaching or twisting.
- Ensure that the task is well designed and that procedures are followed.
- Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying.
- Minimise repetitive actions by re-designing and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks.
- Plan ahead – use teamwork where the load is too heavy for one person.

The Environment

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
- Remove obstructions and ensure that the correct equipment is available.

The Individual

- Never attempt manual handling unless you have been trained and given permission to do so.
- Ensure you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Where applicable and age/stage appropriate, encourage children to use ladders up to the changing table for nappy changes rather than lifting. Where this is not appropriate, always follow the lifting process.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

39. Animal Health and Safety

At One World Montessori Nursery, we recognise the value animals/pets can bring to the emotional needs of children and adults. Caring for animals/pets also gives children the opportunity to learn how to be gentle and responsible for others, and supports their learning and development.

Nursery Pets

- Permission slips will be obtained from parents to seek written permission for their child to be involved in caring for animals at nursery.
- A full documented risk assessment will be completed, including considerations for children with any allergies.
- All pets will be homed in an appropriate and secure area of the setting, with areas that are quiet and space away from the children when needed.
- Only staff will have responsibility for cleaning out the animals (where applicable). Protective equipment, such as gloves and aprons, will be used.
- We will ensure that all pets are up to date with vaccinations, are registered with a vet and are child-friendly.
- Pets will not be allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals, and will be encouraged not to place their hands in their mouths while pets are being handled. Staff will explain the importance of this to the children.
- Children will be encouraged to leave comforters away from animals to ensure cross-contamination is limited.

Pets from Home

- If a child brings a pet from home to visit the nursery as a planned activity, parents of all children who will be in contact or in the same area as the pet will be informed. We will obtain written permission from parents to ensure no child has an allergy or phobia. We will complete a full, documented risk assessment prior to the pet visiting, and analyse any risks before this type of activity is authorised.
- Pets will not be allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals, and will be encouraged not to place their hands in their mouths during the activity. Staff will explain the importance of this to the children.
- Children will be encouraged to leave comforters away from animals to ensure cross-contamination is limited.

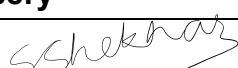
Visits to Farms

- A site visit will be made by a senior member of staff before an outing to a farm is arranged. We will check that the farm is well-managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are in place. Animals should be prohibited from any outdoor picnic areas.

- We will check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area.
- We will ensure that there is an adequate number of adults to supervise the children, taking into account the ages and stages of development of the children.
- We will explain to the children that they will not be allowed to eat or drink anything, including crisps and sweets, or place their hands in their mouths, while touring the farm because of the risk of infection and explain why.
- We will ensure suitable precautions are in place where appropriate, for example, in restricted areas, such as near slurry pits, or where animals are isolated.

During the Visit

- If children are in contact with, or feeding animals, we will warn them not to place their faces against the animals or put their hands in their own mouths afterwards, and explain why.
- We will encourage children to leave comforters (for example, soft toys and blankets) either at nursery, in the transport used, or in a bag carried by a member of staff, to ensure cross-contamination is limited.
- After contact with animals, and particularly before eating and drinking, we will ensure all children, staff and volunteers wash and dry their hands thoroughly.
- All food and drink will be consumed well away from the areas where animals are kept, and children will be warned not to eat anything which has fallen on the ground. Any crops produced on the farm will be thoroughly washed in portable water before consumption.
- We will ensure children do not consume unpasteurised produce, for example, milk or cheese.
- Manure or slurry presents a particular risk of infection, and children will be warned against touching it. If they do touch it, we will ensure that they thoroughly wash and dry their hands immediately.
- We will ensure all children, staff, students and volunteers wash their hands thoroughly before departure.
- We will ensure footwear and clothing is as free as possible from faecal materials.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

Section IV – Wellbeing

40. Well-Being in the Nursery Policy

Well-being is a broad term that covers how you feel about yourself and your life. It encompasses the physical, emotional (and mental), social and spiritual areas of a person. Under the Early Years Foundation Stage (EYFS), this is covered in the children's Personal, Social and Emotional Development, as well as their Physical Development, both of which are prime areas of learning.

Physical well-being covers everything physical to do with the body:

- Growth and development.
- Moving and keeping physically fit.
- Caring for your health (for example, washing, cleaning teeth, etc.).
- Eating a balanced and nutritious diet.
- Rest and appropriate sleep patterns.

Mental and emotional well-being includes:

- Acknowledging, expressing and coping with feelings and emotions.
- Thought processes.
- Reducing stress and anxiety.

Social well-being includes:

- Relationships.
- Family (close and extended).
- Friends.
- The feeling of belonging and acceptance.
- Compassion and caring approaches.

Spiritual well-being can cover the following:

- Value and beliefs held.
- Personal identity and self-awareness.

We are an inclusive setting, where all children, families, staff and visitors are welcomed.

Children's physical well-being is nurtured through our carefully planned curriculum, which supports all types of play, both indoors and outdoors. We provide nutritionally balanced meals for children, and staff explain how to make healthy choices.

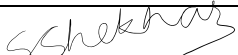
Children's personal hygiene is also nurtured, and staff explain the reasons for handwashing, tooth brushing and other routines.

Quiet and calming areas for rest, sleep and relaxation are provided, supporting both the physical and mental well-being of children.

We support children to make strong attachments with their key person, as well as form relationships with their peers for their social well-being. We offer opportunities and resources for children to play alone, in pairs and in both small and large groups.

Children's mental and emotional well-being is also nurtured. We provide a safe environment in which children are supported to recognise and express their emotions, where feelings are named and calming strategies modelled, and where carefully planned activities and resources allow children to practice self-regulation skills.

Staff use the Promoting Positive Behaviour Policy to ensure a consistent approach. Teaching children to recognise and manage their emotions at a young age gives them the foundations to do this throughout their life.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

41. Well-Being for Staff Policy

This policy links to the Health and Safety, Well-Being in the Nursery, Return to Work, Supervisions and Safeguarding/Child Protection and Prevent Duty and Radicalisation Policies.

At One World Montessori Nursery, we promote the good health and well-being of all our staff. Well-being is described in the Oxford English Dictionary as *‘the state of being comfortable, healthy or happy’*. As a nursery, we endeavour to support staff well-being, not only to ensure that children receive high quality care, but also to ensure our employees feel supported and cared for, as part of a team.

Mental ill-health is usually caused by a combination of work and non-work-related factors. There is a myriad of reasons for mental ill-health: from the pressure of ongoing change at work to longer or more intense hours exacerbated by financial pressures at home, or relationship problems and greater caring responsibilities. Striking the balance between what is considered appropriate results or output, and robust mental health is tricky. We are committed to constantly upskilling ourselves so that we know about how to create and maintain conditions that support and encourage good mental health.

We recognise the importance of safeguarding the mental health of all our employees by providing a happy and nurturing working environment. With statistics in the UK showing that each week one in six of us experiences a common mental health problem, we are committed to acknowledging and supporting our staff's physical and emotional needs.

Our Ethos

At One World Montessori Nursery, we know that the care and education of babies and young children is highly rewarding. However, we are also aware of the day to day demands and pressures of modern life, such as family life, financial worries, health concerns and work-life balance, and how these pressures, alongside the role of providing high quality care and education to babies and young children, can place a high level of demand on all our employees.

To support our staff, we have procedures in place to ensure that staff well-being is a key focus of our practice. Our aim is to provide a safe, inclusive and nurturing working environment.

SHEFALI SHEKHAR is the named member of staff who leads our setting's well-being practice. She is committed to keeping her well-being and mental health knowledge up to date, and is responsible for supporting the developing knowledge of the whole staff team and reviewing our practices to ensure we are implementing the necessary strategies to safeguard the well-being of our staff.

Procedure to Minimise Work Related Stress

To minimise work related stress, we follow the below procedure:

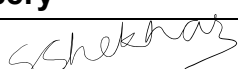
- Staff receive ongoing training and mentoring to ensure they are supported and to minimise stress within the workplace.
- Practitioners are respected and valued in their work, whatever their role. Tasks are shared out appropriately, and the workload is monitored and reviewed regularly.
- Staff are encouraged to have a healthy work-life balance; this is supported by ensuring the workload is monitored so that it is not necessary for staff to work outside of their scheduled hours. All contributions to work are valued and celebrated.
- We carefully review our expectations around the amount of paperwork that staff must complete, including observations and assessments of children. We work as a team to ensure all record keeping is meaningful and kept to an appropriate level so as not to add undue pressure to staff members.
- We work hard to maintain a reflective culture within the setting that encourages feedback from staff about management procedures and working relationships.
- Staff are encouraged to take their required breaks at appropriate intervals to ensure they have time to rest and recuperate, with time away from busy rooms.
- The manager is available for staff to come and discuss any issues or concerns.
- We ensure that confidential conversations take place in private, away from other staff members and children.
- All information remains confidential or on a need-to-know basis to support the facilitation of open and honest conversations. However, where the manager feels there is a question around the safety of the staff member, they will refer to outside agencies for support and guidance. These measures will be discussed in a sensitive and understanding manner with the staff member, as appropriate.
- We actively promote a culture of mutual respect, tolerance and co-operation, in line with British Values.
- We promote a culture that supports any staff member who is experiencing a mental health related illness to discuss this, and reasonable adjustments will be made to support any staff experiencing stress and any mental health issues.
- If the nursery is made aware of any member of staff who requires support, a plan for more regular support sessions and adjustments to their working day will be discussed and decided in partnership with the staff member. This plan will be reviewed regularly and adapted to ensure it is relevant and appropriate.
- If adjustments are unable to meet the needs of the member of staff or the nursery, then further advice and support will be sought.
- The management team supports practitioners in a safe culture, where bullying, harassment and discrimination is not tolerated, and where any inappropriate behaviour is challenged and dealt with in a timely manner.

Supporting Staff Members Individually

At One World, we include well-being as part of our discussions at staff supervision sessions and appraisals. During these sessions, we work with staff on an individual basis, and have well-being discussions to ascertain any individual well-being needs. Where the manager and staff member feel it is appropriate, they will draw up an individual action plan. This will include looking at the workload and any stress triggers. With the needs of the nursery also in mind, reasonable adjustments will be made for the member of staff; these could include flexible working agreements, changes in environment, adjustments to job roles and responsibilities, more frequent breaks, a working buddy, or any other appropriate measure that it is felt could be helpful.

If a member of staff is returning to work after a period of absence, a back to work interview is carried out as per our Return to Work Policy.

We follow all statutory guidance on the safeguarding of our workforce, and as stated, if the manager is concerned about the safety of a member of staff, we will work with the Designated Safeguarding Lead to ask for support from the appropriate external agencies; this is to ensure the continued safety of our workforce at all times.

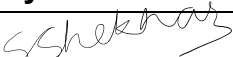
This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

42. Safe and Respectful Care Policy

At One World Montessori Nursery, we believe that all children need to feel safe, secure and happy. Nursery staff must be responsive to children's needs, whilst always maintaining professionalism. To promote good practice and to minimise the risk of allegations, we adhere to the following guidelines:

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave doors open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice.
- When changing children's nappies or soiled/wet clothing, we leave doors open.
- We discourage inappropriate behaviour, such as over tickling, over boisterous play or inappropriate questions (such as staff asking children to tell them they love them), and we expect staff to report any such observed practice.
- Staff are respectful of each other, and of the children and families in the nursery, and do not use inappropriate language or behaviour, including during breaks.
- All staff are aware of the Whistleblowing Procedure, and the manager visits the rooms throughout the day to ensure safe practices.

If a parent or member of staff has concerns or questions about safe care and practice procedures, or behaviour they consider inappropriate, including between staff members, they are urged to contact the manager or nursery owner at the earliest opportunity. The management team will challenge inappropriate behaviour in line with the Disciplinary Procedure or Whistleblowing Policy. If the concern relates to the manager and/or nursery owner, then parents should contact Ofsted on 0300 123 123.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

43. Intimate Care Policy

At One World Montessori Nursery, we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times, children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs. These may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

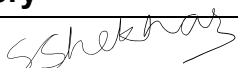
To maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis. Wherever possible, they will be carried out by the child's key person, with the exception of first aid treatment, which must be administered by a qualified first aider.

Our priority is to maintain the safety and welfare of children during intimate care routines, and safeguard them against any potential harm, as well as ensure that the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties by:

- Promoting consistent and caring relationships through the key person system in the nursery, and ensuring all parents understand how this works.
- Ensuring all staff undertaking intimate care routines have enhanced DBS checks.
- Training all staff in the appropriate methods for intimate care routines, and arranging specialist training where required, for example, paediatric first aid training, specialist medical support, etc.
- Ensuring children are afforded privacy during intimate care routines, whilst balancing this with the need to safeguard children and staff. No nappies will be changed, or intimate routines take place behind closed doors.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines.
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Working closely with parents on all aspects of the child's care and education, as set out in the Parent and Carers as Partners Policy. This is essential for intimate care routines, which require specialist training or support. If a child requires specific support, the nursery will arrange a meeting with the parent to find out all the relevant information to enable the staff to meet the child's needs.
- Ensuring that all staff have an up to date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse, and how to raise these concerns as set out in the Safeguarding/Child Protection Policy.

- Operating a Whistleblowing Policy to help staff raise any concerns about their peers or managers, and helping them to develop confidence in raising worries as they arise to safeguard the children in the nursery.
- Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and that all children are supported fully by staff. This includes intimate care routines.
- Conducting regular risk assessments on all aspects of the nursery operations, including intimate care, and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has put appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, they should bring these to the attention of the nursery manager or owner at the earliest opportunity.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

44. Nappy Changing Policy

At One World Montessori Nursery, we aim to support children's care and welfare in accordance with individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, a child's nappy will be changed by his or her key worker.

Our procedures meet best practice identified by the Health Protection Agency (2011) in *'Best Practice Advice for Nurseries and Childcare Settings'*.

When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that is suitable for the individual needs of the child, and which ensures consistency between home and nursery.

We have appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation, serving areas and children's play areas.
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded. Disposable towels/roll are placed on top of the changing mat for added protection.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in sealed bags before being placed in the bin. Bins are foot-pedal operated, regularly emptied, and placed in an appropriate waste collection area.
- We ask that where any non-prescribed creams are needed, for example, Sudocrem, that these are supplied by the parent and clearly labelled with the child's name. When applying creams for rashes, a gloved hand is used.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change, and always wash hands before and after using gloves.
- Clean, disinfect and dry mats thoroughly after each nappy change; disposable towels/roll are discarded after each nappy change.
- Ensure they have all the equipment they need before each nappy change.
- Keep nappy bags, gloves and aprons out of reach of babies and children.

Reusable Nappies

The procedure above is followed where children wear reusable nappies. In addition we:

- Ask the parents for a demonstration for fitting the nappy correctly.
- Dispose of any soiling by flushing straight down the toilet.
- Store the used nappies in a sealable bag away from children.

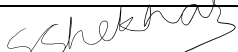
- Provide the parents with the bag at the end of the day.

Our priority is to maintain the safety and welfare of children during nappy changing, and safeguard them against any potential harm, as well as ensure that the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties by:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring that all parents understand how this works and who is caring for their child.
- Ensuring that when changing a child's nappy, the one-to-one time is used as a key opportunity to talk to the child and promote learning, for example, by singing nursery rhymes.
- Ensuring that the nappy changing area is inviting and stimulating.
- Ensuring that all staff undertaking nappy changing have enhanced DBS checks.
- Training all staff in the appropriate methods for nappy changing.
- Ensuring that no child is ever left unattended in the nappy changing area.
- Ensuring that pregnant staff do not change nappies until a risk assessment has been discussed and conducted, and that students only change nappies with the support and close supervision of a qualified member of staff.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing.
- Ensuring that hygiene procedures are followed appropriately, for example, hands washed before and after nappies are changed, and changing mats cleaned before and after each use.
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Working closely with parents on all aspects of the child's care, as set out in the Parent and Carers as Partners Policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support, we will arrange a meeting with the parent to find out all the relevant information to enable the staff to meet the child's needs.
- Ensuring all staff have an up to date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse, and how to raise concerns as set out in the Safeguarding/Child Protection Policy.
- Balancing the right for privacy for children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors.
- Ensuring that cameras, tablets and mobile phones are not permitted within toilet and intimate care areas.
- Operating a Whistleblowing Policy to help staff raise any concerns relating to their peers or managers, and helping staff develop confidence in raising concerns to safeguard the children in the nursery.
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice, and that all children are supported fully by staff. This includes all intimate care routines.

- Conducting regular risk assessments of all aspects of nursery operations, including intimate care, and reviewing the safeguards in place. We have assessed all the risks relating to intimate care routines and have put appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about the Nappy Changing Policy or individual routines, please talk to the nursery manager or owner at the earliest opportunity.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

45. Nutrition and Mealtimes

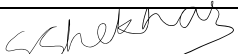
At One World Montessori Nursery, we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times.

We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements.

We ensure that:

- A balanced and healthy breakfast, midday meal and two daily snacks are provided for children attending a full day at the nursery.
- Menus are planned in advance, and in accordance with guidance produced by the Department for Education. These are rotated regularly and reflect cultural diversity and variation. They are displayed for children and parents to view.
- All allergens are displayed on menus alongside the contents of each meal.
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings.
- Menus include appropriate servings of fresh fruit and vegetables per day.
- Only milk and water are provided as drinks to promote oral health. Fresh drinking water is always available and accessible. It is frequently offered to children and babies and intake is monitored. In hot weather, staff will encourage children to drink more water to keep them hydrated.
- Individual dietary requirements are respected. We gather information from parents about children's dietary needs, including any special dietary requirements, preferences and food allergies, and any health requirements, before a child joins the nursery. Where appropriate, we will carry out risk assessments in the case of allergies, and work alongside parents to put into place individual dietary plans for children.
- We carefully consider where children sit to avoid cross contamination of food, and closely supervise meals to ensure safety and minimise risks. Where appropriate, we also have age/stage discussions with children about allergies and potential risks to make them aware of the dangers of sharing certain foods.
- Staff show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of his or her diet or allergy.
- Staff set a good example and demonstrate good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times, children are encouraged to use their manners and say 'please' and 'thank you', and conversation is encouraged.
- Staff use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves.
- Staff support children to make healthy choices and understand the need for healthy eating.

- We offer foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Cultural differences in eating habits are respected.
- Any child who shows signs of distress at being faced with a meal he or she does not like will have the food removed without any fuss. If a child does not finish the first course, dessert will still be offered.
- Children are given time to eat at their own pace and not rushed.
- Quantities are offered in accordance with recommended portion sizes for babies and young children.
- We promote positive attitudes to healthy eating through play opportunities and discussions.
- No child is ever left alone when eating or drinking to minimise the risk of choking.
- We will sometimes celebrate special occasions with cake, sweets or biscuits. These will be given at mealtimes to prevent tooth decay, and not spoil the child's appetite. Where we have frequent birthdays and celebrations, we will consider alternative treats, such as stickers and badges, choosing a favourite story, becoming a special helper, playing a party game, etc.
- We allow parents to bring in cakes on special occasions. We ensure that all food brought in from parents meets health and safety requirements by displaying ingredients and identifying allergens.
- All staff who prepare and handle food are competent to do so, and receive training in food hygiene, which is updated every three years.
- In the unlikely event of any food poisoning affecting two or more children on the premises, we will inform Ofsted as soon as reasonably practicable, and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

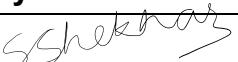
This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

46. Food Play

At One World Montessori Nursery, we ensure that any food play is carefully supervised. We do not use food in play unless it enhances the learning opportunities provided by activities. Some foods are reused in other activities, especially dry materials.

We use the following procedure to ensure children are kept safe:

- Choking hazards are checked and avoided.
- We do not use whole jelly cubes for play. If jelly is used to enhance play, it is prepared with water and set, as per the instructions.
- Small objects, such as dried pasta and pulses, are only used for older children and under supervision.
- All allergies and intolerances are checked, and activities adapted to suit all children's needs, so no child is excluded.
- All food activities are clearly set out on planning sheets, with ingredients and allergens identified.
- Any cooking activities are checked prior to start to ensure all children can use all ingredients based on individual needs.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

47. Sleep Policy

At One World Montessori Nursery, we aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment. The safety of children's sleeping is paramount. Our policy follows the advice provided by The Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death.

We make sure that:

- Babies are placed on their backs to sleep.
- Babies/toddlers are never put down to sleep with a bottle to self-feed.
- Babies/toddlers are monitored visually when sleeping. Staff look for the rise and fall of the chest and are alert to whether the sleep position has changed.
- Babies/children are never left in a separate sleep room without staff supervision.

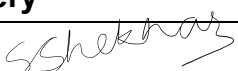
We provide a safe sleeping environment by:

- Monitoring the room temperature.
- Using clean, light bedding/blankets and ensuring that babies/children are appropriately dressed for sleep to avoid overheating.
- Only using suitable sleeping equipment (for example, stacking beds) that is compliant with British Standard Regulations.
- Keeping all spaces around beds clear from hanging objects, for example, hanging cords, blind cords, drawstring bags.
- Ensuring that every child is provided with clean bedding, and working in partnership with parents to meet any individual needs. For example, if a child prefers to sleep in a sleeping bag, we will ask parents/carers to bring one from home.
- Cleaning all bedding after each use.
- Transferring any child who falls asleep while being held by a practitioner to a safe sleeping surface to complete their rest.
- Having a No Smoking Policy.

We ask parents to provide information about their child's sleeping routine when the child starts at nursery, and this is reviewed and updated at timely intervals. Wherever possible, we will work with parents to ensure that individual sleep routines are met. However, staff will not force a child to sleep or keep a child awake against his or her will.

By closing the blinds, turning off the lights and playing soft music, we create an environment that helps to settle children. At the same time, we ensure that we continue to meet the needs of the children who do not sleep, and provide an environment in which they can continue to play, learn and develop. This may involve taking children outdoors or linking with other rooms/groups.

Staff will discuss any changes in sleep routines at the end of each day, and share observations and information about children's behaviour when they do not receive enough sleep.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

48. Immunisation Policy

At One World Montessori Nursery, we expect that children are vaccinated in accordance with NHS guidance, and we promote this guidance.⁽⁴⁾

We ask that parents inform us if their children are not vaccinated so that we can manage any risks in the best way possible. We do not discriminate against children who have not received their immunisations, and we will not disclose individual details to other parents. However, we will make parents aware of the risks of infection if children have not had immunisations due to medical reasons or parental choice.

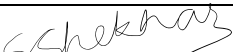
We record, or ask parents to record, information about immunisations on children's registration documents, and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

Staff Vaccinations Policy

It is the responsibility of all staff to ensure they keep up to date with their vaccinations, as recommended by the NHS, and keep the nursery informed. If a member of staff is unsure whether they are up to date, we recommend they visit their GP or practice nurse for their own good health.

Emergency Information

We keep emergency information for every child and update it every six months, with regular reminders to parents in newsletters, at parents' evenings and in email communications.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

⁴ <https://www.nhs.uk/conditions/vaccinations/nhs-vaccinations-and-when-to-have-them/>

49. Allergies and Allergic Reactions Policy

At One World Montessori Nursery, we are aware that children may have or develop an allergy resulting in an allergic reaction. We aim to ensure that allergic reactions are minimised, or where possible, prevented, and that staff are fully aware of how to support a child who may be having an allergic reaction.

Managing Allergies and Allergic Reactions

- All staff are made aware of the signs and symptoms of a possible allergic reaction in the case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling of the airways to the lungs, wheezing and anaphylaxis.
- We ask parents to share all information about allergic reactions and allergies on children's registration forms, and to inform staff of any allergies discovered after registration.
- We share all information with all staff and keep an allergy register.
- Where a child has a known allergy, the nursery manager will carry out a full Allergy Risk Assessment with the parent prior to the child starting the nursery and/or following notification of an allergy, and this assessment will be shared with all staff. This may involve displaying photos of the children along with their known allergies in the kitchen/nursery rooms.
- All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, for example, nuts.
- The manager, nursery cook and parents work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu.
- Seating is monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies, and where age/stage appropriate, staff will discuss food allergies with the children and the potential risks.
- If a child has an allergic reaction to food, a bee or wasp sting, a plant, etc., a paediatric first aid trained member of staff will act quickly and administer appropriate treatment. We will inform parents and record the information in the incident book and on the allergy register.
- If an allergic reaction requires specialist treatment, for example, an EpiPen, then at least two members of staff working directly with the child, as well as the nursery manager, will receive specific medical training to be able to administer the treatment to the child.

Food Information Regulations 2014

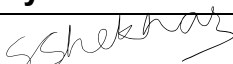
We incorporate additional procedures in line with the Food Information Regulations 2014 (FIR), including displaying our weekly menus on the Parent Information

Board/website, identifying any of the 14 allergens that are used as ingredients in any of our dishes.

In the event of a serious allergic reaction, we will:

- Call for an ambulance immediately if the allergic reaction is severe. Staff will not attempt to transport the sick child in their own vehicle.
- Ensure someone contacts the parent(s) whilst waiting for the ambulance and arranges to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information, such as registration forms, medication records, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff provision to care for the remaining children. This may mean temporarily grouping the children together.
- Remain and continue to comfort and reassure the child experiencing the allergic reaction. Children who witness the incident may also be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the incident.

This policy is updated at least annually and/or after a serious incident.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

50. Sun Care Policy

At One World Montessori Nursery, we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

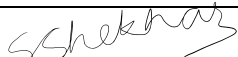
We follow guidance from the weather and UV level reports, and use the following procedure to keep children safe and healthy in the sun:

- Key persons will work with parents to decide and agree on suitable precautions to protect children from burning, including those with more sensitive skin types and those that may be more tolerant to the sunshine.
- Children should have a clearly labelled sun hat, which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection.
- Children must have their own labelled, high factor sun cream, with prior written consent for staff to apply. This enables children to have sun cream suitable for their own individual needs. Staff must be aware of the expiry date, and discard sunscreen after this date.
- Children's safety and welfare in hot weather is the nursery's prime objective. As such, staff will work closely with parents to ensure all appropriate cream and clothing is provided.
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the direct sunlight between 11am – 3pm on hot days. Shaded areas are provided to ensure children can still go out in hot weather, cool down or escape the sun should they wish or need to.
- Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day.
- Children are encouraged to drink cooled water more frequently throughout sunny or warm days, and this will be accessible both indoors and out.
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun.

Vitamin D

Sunlight is important for the body to receive Vitamin D. We need Vitamin D to help the body absorb calcium and phosphate from our diet. These minerals are important for healthy bones, teeth and muscles. Our body creates Vitamin D from direct sunlight on our skin when we are outdoors. Most people can make enough Vitamin D from being out in the sun daily for short periods, with their hands or other body parts uncovered. At nursery, we find the right balance to protecting children from sunburn by following NHS guidance. The benefits of exposure to the sun are discussed with parents, and parents' instructions are followed when applying sun cream.

We also promote the NHS recommendation to parents that all children under five years should be given Vitamin D supplements, even if they spend time in the sun.

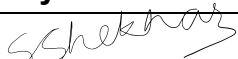
This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

51. Settling In Policy

At One World Montessori Nursery, our aim is to work in partnership with parents/carers to help them become familiar with the nursery and offer a settled relationship for the child. All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

We help children to settle by:

- Allocating a key person to each child. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He or she offers a settled relationship for the child and builds a relationship with the child's parents during the settling in period and throughout the child's time at the nursery.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- Providing parents with relevant information about the policies and procedures of the nursery.
- Working with parents to gather information about the child's interests, likes and dislikes, as well as completing a baseline assessment to plan and meet the child's individual needs.
- Planning tailored settling in visits and introductory sessions.
- Welcoming parents to stay with their child, where possible, until the child feels settled and the parents feel comfortable about leaving him or her. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Encouraging parents/carers to send in family photos to display to help settle the child.
- Reassuring parents whose children seem to be taking a little longer to settle in, and developing a plan with them, for example, shorter days, where possible.
- Providing regular updates and photos of children.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery, and reassuring them of their child's progress towards settling in.
- Not taking a child on an outing from the nursery until he or she is completely settled.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

52. Transitions Policy

At One World Montessori Nursery, we recognise that young children will experience many transitions in their early years, some of these planned and some unplanned. We are sensitive to the impact of such changes to children, and this policy sets out the ways in which we support children going through transitions.

Some examples of transitions that young children and babies may experience are:

- Starting nursery.
- Moving between different rooms at nursery.
- Starting school or moving nurseries.
- Family breakdowns.
- New siblings.
- Moving home.
- Death of a family member or friend.
- Death of a family pet.

Staff are trained to observe their key children, and to be sensitive to any changes in behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on a child, so staff can be aware of the reasons behind any potential changes in the child's behaviour.

Starting Nursery

We recognise that starting nursery may be difficult for some children and their families. We have a Settling In Policy to support the child and their family during this process.

Moving Rooms Procedure

When a child is ready to move to a different room in the nursery, we follow the process set out below to ensure the child is fully supported at all stages:

- We provide opportunities for the child to spend short sessions in their new room prior to the permanent move, so they feel comfortable in their new surroundings.
- Wherever possible, we transition groups of friends together to enable friendships to be kept intact and support children with familiar peers.
- We keep parents informed about all visits and the outcomes of these sessions, for example, through photographs, discussions or diary entries.
- We only transition a child when the child feels settled and ready to move. If the child requires more support, this will be discussed between the key person, parent, manager and room leader of the new room, to agree how and when this will happen.

Starting School

Starting school is an important transition, and some children may feel anxious about the move. We will do all we can to facilitate a smooth transition and minimise any potential stress by:

- Providing a variety of resources that relate to the school, for example, uniform to dress up in, a role play area set up as a school classroom, photographs of the schools that children may attend. This helps the children to become familiar with the concept of moving on and will aid the transition.
- Building relationships with local schools and inviting them to key events.
- Inviting school representatives into the nursery to introduce themselves to the children.
- Producing a comprehensive report to share (with parent permission) with the school to enable teachers to have a good understanding of the child. This will provide information about the child's interests, strengths and level of understanding and development in key areas to support continuity of care and early learning.

Other Early Years Providers

Where a child is attending an additional setting or is also cared for by a childminder, we will work with the other providers to share relevant information about the child's development. If the child is brought to nursery or collected from nursery by the childminder, we will ensure that key information is provided directly to the child's parent by email, video call or telephone.

Family Breakdowns

We recognise that family breakdowns are very difficult for all concerned. Our Separated Families Policy sets out how we will work in partnership with parents to act in the best interests of the child.

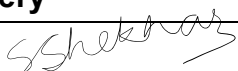
Moving Home and New Siblings

We recognise that both these events may have an impact on a child. Normally, parents will have advance notice of such changes, and we ask them to keep us informed so we can support the child to be prepared. The key person will spend time talking to the child and providing activities that may help the child to act out any worries they have, for example, through role play, stories and discussions.

Bereavement

We recognise that times of bereavement will be very difficult for children and their families. Our Bereavement Policy sets out how we will work in partnership with parents to support a child who has experienced the loss of a family member, friend or pet.

If parents feel that their child requires additional support because of any changes/transitions in their life, we ask that they speak to the nursery manager and the child's key person about the situation so that appropriate help can be provided.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

53. Outdoor Play Policy

At One World Montessori Nursery, we recognise the importance of outdoor play on children's physical development. We are committed to ensuring that all children have daily access to an outdoor space, regardless of their age and stage of development. We provide an inclusive outdoor play environment, with areas for non-mobile children to freely explore. We make reasonable adjustments where required, in line with the Equality Act 2010. We go out to play with all children in all weathers (unless it is deemed unsafe).

We understand the vital role that outdoor learning plays in children's development. As well as keeping children fit and healthy, regular access to outdoor play helps to develop children's motor skills and provides opportunities for learning in a natural environment, as well as access to sunlight for effective absorption of Vitamin D. We refer to the UK Chief Medical Officers' Physical Activity Guidelines,⁵ which recommend that children between one and five years are physically active for 180 minutes a day.

The outdoor areas, both at the nursery and in the local community, offer a wealth of experiences that allow children to explore and investigate, helping them to gain independence skills and building their self-esteem. We take all reasonable steps to ensure the safety of children through careful risk assessments, while balancing those risks against the benefits to learning of some 'risky play'. This type of play allows children to explore and take risks in a safe environment with supportive practitioners.

We obtain parental permission before taking any child outside the nursery, including for outings into the local community. Further information can be found in the Visits and Outings Policy.

We plan all outdoor play opportunities and outings to complement the EYFS curriculum. This includes providing children with purposeful activities and high quality resources that support and enhance their individual interests and the seven areas of learning and development. We plan both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours.

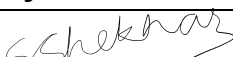
Where activities take place away from the nursery (for example, at Holland Park Ecology Centre or Loris Community Gardens), all necessary equipment (first aid kit, mobile phone, children's medications, etc.) is taken to ensure the safety of children at all times. All outings away from the nursery are adequately staffed with paediatric first aid trained practitioners.

We use this policy alongside the following policies to ensure the safety and welfare of children during outdoor play:

- Health and Safety.
- Sun Care.
- Caring for Babies and Toddlers.

⁵ www.gov.uk/government/publications/uk-physical-activity-guidelines

- Lost Child Policy.
- Parents and Carers as Partners.
- Supervision of Children.
- Safeguarding and Child Protection.
- Outings.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

54. Accidents and First Aid Policy

At One World Montessori Nursery, the safety of all children is paramount, and we have robust measures in place to help protect children. However, sometimes accidents do unavoidably happen.

We follow this policy to ensure that all parties are supported and cared for when accidents or incidents happen⁶, and that the circumstances of any accident or incident are reviewed with a view to minimising future risks.

Accidents

When an accident or incident occurs, we ensure that:

- The child is comforted and reassured first.
- The extent of the injury is assessed, and if necessary, an ambulance is called.
- First aid is carried out where necessary by a trained paediatric first aider.
- The person responsible for reporting the accident, incident or near miss is the member of staff who witnessed it, or where there are no witnesses, the member of staff who was first to find the child.
- The accident or incident is recorded on an accident or incident form, and it is reported to the nursery manager. Other staff who have witnessed the accident will countersign the record, and in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, while the details are still clearly remembered.
- Parents are shown the accident or incident form and notified about any first aid given. They are asked to sign the form the same day, or as soon as reasonably practicable after.
- The nursery manager reviews the accident records at least monthly for patterns, for example, one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day where or when most accidents happen. Any patterns are investigated by the nursery manager, and all necessary steps to reduce risks are put in place.
- The nursery manager will report any serious accidents or incidents to the owner/registered person for investigation for further action to be taken (for example, a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required, the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The nursery manager or owner will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child

⁶ An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example, tripping over and hurting your knee.

An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example, being pushed over and hurting your knee.

protection agency), where necessary. Where relevant, accidents will also be reported to the local authority environmental health department or the Health and Safety Executive, and any advice followed. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

Contact Details:

Organisation	Contact
OFSTED	0300 123 1231
LOCAL AUTHORITY CHILDREN'S CARE TEAM	020 8753 5125
LOCAL AUTHORITY ENVIRONMENTAL HEALTH DEPARTMENT	020 8753 1081
HEALTH AND SAFETY EXECUTIVE	0300 003 1747
RIDDOR REPORT FORM	http://www.hse.gov.uk/riddor/report.htm

Head Injuries

If a child has a head injury, we will follow the below procedure:

- Comfort, calm and reassure the child.
- Assess the child's condition to ascertain if an ambulance is required.
- If the skin is not broken, administer a cold compress for short periods of time, and repeat the process until the parent arrives to collect the child.
- If the skin is broken, follow first aid training and stem the bleeding.
- Call the parent(s), make them aware of the injury, and advise them if they need to collect the child.
- Complete an accident form.
- Keep the child in a calm and quiet area whilst awaiting collection.
- Continue to monitor the child, and follow the advice for head injuries on the NHS website – <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries, follow paediatric first aid training.

Transporting Children to Hospital Procedure

We will:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in a staff vehicle.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.

- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information, such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there are sufficient numbers to care for the remaining children. This may mean temporarily grouping the children together.
- Remain calm at all times. Children who witness an incident may well be affected by it, and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First Aid

The first aid boxes are located in: **UPPER AND LOWER KINDERGARTEN CLASSROOMS**. These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly and replaces items that have been used or are out of date.

First aid boxes will only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as Paracetamol, will be kept in them.

A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers, etc.

The appointed person responsible for first aid is SHEFALI SHEKHAR.

All staff are trained in paediatric first aid and this training is updated every three years.

Food Safety and Play

Children are supervised during mealtimes, and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, we understand that learning experiences are provided through the exploration of different malleable materials, and therefore the following may be used:

- Playdough.
- Cornflour.
- Dried pasta, rice and pulses.

These items are risk assessed and presented differently to the way they would be presented for eating, for example, in trays. Food items may also be incorporated into the role play area to enrich the learning experiences for children, for example, fruits and vegetables. Children are fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly, is not used.

Personal Protective Equipment (PPE)

We provide staff with PPE according to the requirements of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported, and this is evaluated on an ongoing basis.

Dealing with Blood

We may not be aware that any child attending the nursery has a condition that can be transmitted via blood. Any staff member dealing with blood must:

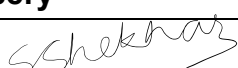
- Always take precautions when cleaning wounds, as some conditions, such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with ten parts water). Such solutions must be carefully disposed of immediately after use.

Needle Punctures and Sharps Injuries

We recognise that injuries from needles, broken glass, etc., may result in blood-borne infections, and staff must take great care in the collection and disposal of these types of items. Any staff member dealing with needles, broken glass, etc., must treat them as contaminated waste. If a needle is found, the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority, and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually and/or after a serious accident or incident.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

55. Sickness and Illness Policy

At One World Montessori Nursery, we promote the good health, including the oral health, of all children attending by:

- Asking parents to keep children at home if they are unwell. If a child is unwell, it is in their best interests to be in a home environment rather than at nursery with their peers.
- Asking staff and other visitors not to attend the setting if they are unwell.
- Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks.
- Minimising infection through our rigorous cleaning and handwashing processes (see Infection Control Policy).
- Ensuring that children have regular access to the outdoors, and having good ventilation inside.
- Sharing information with parents about the importance of vaccinations for young children to help protect them and the wider society from communicable diseases.
- Sharing information from the Department of Health that all children aged six months to five years should take a daily vitamin.
- Having areas for rest and sleep, and sharing information about the importance of sleep and how many hours of sleep young children should have.

Procedure for Managing Sickness and Illness

To take appropriate action if children become ill, and to minimise the spread of infection, we follow the below procedure:

- If a child becomes ill, we contact their parent(s) and ask them to collect the child as soon as possible. During this time, the child is cared for in a quiet area by their key person (wearing PPE), wherever possible.
- We follow the guidance published by Public Health England (Health Protection in Schools and Other Childcare Facilities) and advice from our local health protection unit on exclusion times for specific illnesses, for example, sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery (7).
- A child with an infectious illness, such as sickness and diarrhoea, must not return to nursery until they have been symptom free for at least 48 hours.
- If a contagious infection is identified in the nursery, we inform all parents to enable them to spot the early signs of illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.

⁷ <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

- We notify Ofsted as soon as is reasonably practicable, but in any event within 14 days of any incidence of food poisoning affecting two or more children cared for on the premises.
- We ask parents to keep children on antibiotics at home for the first 48 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions, for example, asthma, and the child is not unwell). It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group, when they have first become ill and require a course of antibiotics.
- We have the right to refuse admission to a child who is unwell. This decision will be made by the nursery manager and will be non-negotiable.
- We make information/posters about head lice readily available, and all parents are requested to regularly check their children's hair. Any parent of a child with head lice should inform the nursery so other parents can be alerted to check their child's hair.

Meningitis Procedure

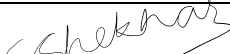
If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Local Area Infection Control (IC) Nurse. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we may be contacted directly by the IC Nurse. We will follow all guidance given and notify all the appropriate authorities, including Ofsted, where necessary.

If a Child Needs Hospital Treatment

If a child needs hospital treatment, we will:

- Call for an ambulance immediately if the illness is severe. We will not attempt to transport an unwell child in a staff vehicle.
- Follow the instructions from the 999 call handler.
- Whilst waiting for the ambulance, contact the child's parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information, such as registration forms, medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there are sufficient numbers to care for the remaining children. This may mean temporarily grouping the children together.
- Remain calm at all times. Other children may be frightened and upset, and may need lots of cuddles and reassurance. Staff may also require additional support.

This policy will be reviewed at least annually and/or after a significant incident, for example, serious illness/hospital visit required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

56. Infection Control Policy

At One World Montessori Nursery, we promote the good health, including the oral health, of children by maintaining hygiene standards to help reduce the chances of infection being spread. We follow the Health Protection in Schools and Other Childcare Facilities guidance, which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. Viruses can also spread through hand/face contact after touching a person or contaminated surface.

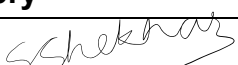
We follow the guidance set out below to prevent a virus or infection from spreading in the nursery. Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs.
- Ensure all tissues are disposed of in a hygienic way, and all children and staff wash their hands once the tissue is disposed of.
- Develop children's understanding of the above, and the need for good hygiene procedures in helping them to stay healthy.
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids.
- Clean and sterilise all changing mats before and after each use.
- Clean toilets at least daily and check them throughout the day.
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal, and explain the reasons for this.
- Clean all toys, equipment and resources frequently, following a comprehensive cleaning rota and using antibacterial cleanser or washing in the washing machine.
- Wash or clean all equipment used by babies and toddlers as and when needed, including when children have placed equipment in their mouths.
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children.
- Store toothbrushes hygienically to prevent cross-contamination.
- Immediately clean and sterilise any dummy that falls on the floor or is picked up by another child.
- Wash bedding after each use.
- Wear indoor shoes or slippers when inside the nursery.
- Follow the Sickness and Illness Policy and stay at home when ill to prevent the spread of any infection in the nursery.

In addition:

- The nursery manager retains the right to send home or deny admittance to any child who may be contagious.
- In the event of an infection outbreak, the nursery will be deep cleaned to contain the spread of infection.
- We will follow government health guidance on any national outbreak of a virus/pandemic, and keep parents informed of any course of action. Each specific circumstance will differ, and as such, each event will be assessed on an individual basis.
- We will ensure that stocks of tissues, handwashing equipment, cleaning materials and sterilising fluid are maintained at all times. These will be increased during the winter months, or when flu and cold germs are circulating.

This policy will be reviewed at least annually and/or after any outbreak of contagious illness.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

57. Medication Policy

If a child requires medication, we will obtain information about the child's need for that medication, and ensure this information is kept up to date. We follow strict guidelines when dealing with medication of any kind in the nursery, and these are set out below:

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

- Prescription medicine will only be given when prescribed by a medical practitioner, and for the person named on the bottle/packaging for the dosage stated.
- Medicines must be in their original containers with their instructions printed in English.
- Parents must give prior written permission for the administration of each course of medication. However, we will accept written permission once for the ongoing use of a particular medication, for example, an inhaler for asthma.
- When the child is brought to nursery, the parent will be asked when the last dose of medication was given. Similarly, when the child is picked up, the parent will be given precise details of the times and dosage given throughout the day. The parent's signature will be obtained to verify that this information was shared.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication.)
- If the child refuses to take the medication, a note will be made on the form.
- We **WILL NOT** administer any medication unless prior written consent has been given.

Non-Prescription Medication

- We will not administer any non-prescription medication.
- For any non-prescription cream for skin conditions, for example, Sudocrem, prior written permission must be obtained from the parent, and it is the responsibility of the parent to provide the cream, which should be clearly labelled with the child's name.

Staff Medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell, and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

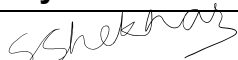
If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children, they must inform the

nursery manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will be informed by any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker, or in a locked container in the classroom where staff may need easy access to it. In all cases, it must be stored securely out of the reach of children and labelled with the name of the member of staff.

Storage

All medication must be kept out of reach of all children. Emergency medication, such as inhalers and auto-injectors, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration will be kept in a fridge inaccessible to children. All medications must be in their original containers, and labels must be legible and not tampered with. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

58. Promoting Positive Behaviour

At One World Montessori Nursery, we believe that children thrive when they feel safe and secure, and when their needs are met by supportive practitioners, who act as good role models, show them respect and value their individual personalities.

We actively promote British Values, and encourage and praise positive, caring and polite behaviour at all times. We support children to understand their own feelings and to begin to regulate their own behaviour. We provide consistent approaches, structure, routine and age/stage appropriate boundaries. We help build confidence and self-esteem by valuing all children and giving lots of praise and encouragement.

To support positive behaviour in our setting, we:

- Recognise the individuality of all our children.
- Understand that behaviours are a normal part of some young children's development, for example, biting.
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills.
- Ensure that all staff act as positive role models for children.
- Praise children and acknowledge their positive actions and attitudes, ensuring they feel valued and respected.
- Promote non-violence and encourage children to deal with conflict peacefully.
- Provide a key person system, enabling staff to build a strong and positive relationship with children and their families.
- Provide activities and stories to help children learn about positive behaviours.
- Support and develop children's understanding of different feelings and emotions, self-regulation and empathy.
- Have a named person who has overall responsibility for promoting positive behaviour in the nursery.

The named person for promoting and supporting behaviour is **SHEFALI SHEKHAR**. She will:

- Advise and support other staff on behaviour concerns.
- Along with each room leader, keep up to date with legislation and research relating to promoting positive behaviour.
- Support changes to policies and procedures in the nursery.
- Access relevant sources of expertise where required and act as a central information source for all involved.
- Attend regular external training events, and ensure all staff attend relevant in-house or external training for behaviour management. Keep a record of staff attendance at this training.

Our nursery rules are concerned with safety, care and respect for each other. We keep the rules to a minimum, and we ensure that these are age and stage appropriate. We regularly involve children in the process of setting rules to

encourage co-operation and participation, and to ensure that children understand the expectations of behaviour.

Children who are displaying challenging behaviour are supported to talk through their feelings and actions and asked to apologise where appropriate. We always acknowledge when a child is feeling angry or upset, and we make clear that it is the behaviour that is not acceptable, not the child or the child's feelings.

To promote positive behaviour in the nursery:

- We provide for children's individual needs.
- We never use or threaten to use physical punishment/corporal punishment, such as smacking or shaking, or use or threaten any punishment that could adversely affect a child's well-being.
- We only use physical intervention (where practitioners may use reasonable force to prevent children from injuring themselves or others or damaging property) to manage a child's behaviour if absolutely necessary. We keep a record of any occasions where physical intervention is used, and we inform parents on the same day.
- We do not single out children or humiliate them in any way. Where children are displaying challenging behaviour, they will, wherever possible, be distracted/redirected to alternative activities. Discussions with children will take place about why their behaviour was not acceptable, respecting their level of understanding and maturity.
- Staff do not raise their voices (other than to keep children safe).
- In any case of challenging behaviour, we make it clear to the child that it is the behaviour and not the child that is unwelcome.
- We decide on strategies to support behaviour, depending on the child's age, level of development and the circumstances surrounding an event. This may involve asking the child to talk and think about what he or she has done. All staff support children in developing empathy, and children will only be asked to apologise if they have developed strong empathy skills and have a good understanding of why saying sorry is appropriate.
- We help staff to reflect on their own responses towards challenging behaviours to ensure their reactions are appropriate.
- In some cases, we may request additional advice and support from other professionals, such as an educational psychologist.
- We support children in developing non-aggressive strategies to enable them to express their feelings and emotions.
- We keep confidential records on any challenging behaviour. We inform parents and ask them to read and sign any incidents involving their child.
- Through partnership with parents and formal observations, we make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions, we will implement an individual behaviour modification plan where a child's behaviour involves aggressive actions towards other children and staff, for example, hitting, kicking, etc. The manager will complete risk assessments, identifying any potential triggers or warning signs and ensuring the safety of other children and staff. In some instances, we may remove a child from an area until they have calmed down.

We recognise that children need their own time and space, and that it is not always appropriate to expect a child to share. We believe it is important to acknowledge each child's feelings and to help them understand how others might be feeling.

To deal with challenging behaviour:

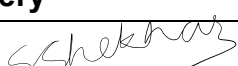
- We recognise that physical aggression in the early years is part of a child's development, and that such aggression needs to be channelled in a positive way.
- We support children to understand that using aggression to get things is inappropriate, and that problems can be resolved in other ways.
- We initiate games and activities with children when play becomes overly boisterous or aggressive.
- We work with parents to ensure that children feel confident and secure in their environment, both at home and at nursery.
- All concerns are treated in the strictest confidence.

Anti-Bullying

We support children to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviours. We want children to recognise that certain actions are right and that others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. We acknowledge that any form of bullying is unacceptable and must be dealt with immediately, while recognising that physical aggression is part of children's development in their early years. Staff will intervene when they think a child is being bullied, however mild or harmless it may seem, and sensitively discuss any instance of bullying with the parents of all involved to look for a consistent resolution to the behaviour.

By promoting positive behaviour, valuing co-operation and a caring attitude, we aim to ensure that children will develop a positive sense of self, have confidence in their own abilities, make good friendships and resolve conflicts peaceably.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

59. Biting

At One World Montessori Nursery, we follow a Positive Behaviour Policy to promote positive behaviour at all times. We understand that children may use certain behaviours, such as biting, to communicate their feelings and needs. Biting is a common type of behaviour that some young children use to help them make sense of the world around them, and to manage interactions with others. It can be triggered when they do not have the words to communicate their anger, frustration or need. It can also be used to fulfil an oral stimulation need, such as during periods of teething or developmental exploration. Sometimes biting can be due to a special educational need and/or disability.

Preventing Biting

The nursery uses the following strategies to help prevent biting:

- Individual, one-to-one and small group times so that each child is receiving positive attention.
- Quiet/cosy areas for children who are feeling overwhelmed to go to.
- Stories, puppets, discussion about emotions and feelings, including activities and books that help support children to recognise feelings and empathise with characters and events. Additional resources for children who have oral stimulation needs, such as biting rings.
- Vigilant staff who know the children well and are able to identify where children need more stimulation or quiet times.

Every child is treated as an individual, and we work with families to support all children's individual needs. As such, it is necessary to implement different strategies, depending on the needs of the child who bites.


Managing Biting

In the event of a child being bitten, we will:

- Comfort the child who has been bitten and check for any visible injury. Administer any paediatric first aid where necessary and complete an accident form once the child is settled. If deemed appropriate, parents will be informed via telephone. Staff will continue to observe the bitten area for signs of infection. For confidentiality purposes and possible conflict, we will not disclose the name of the child who has bitten to the victim's parents.
- Tell the child who has bitten in terms they understand that biting (the behaviour and not the child) is unkind, and show the child that it makes staff and the child who has been bitten, sad.
- Ask the child who has bitten what they can do to make the child who has been bitten feel better (this could be fetching them a toy or sharing toys with them, a rub on the back, etc.).
- Complete an incident report to share with the parents of the child who has bitten at the end of the child's session.

- If the child continues to bite, carry out observations to try to distinguish a cause, for example, tiredness or frustration.
- Arrange for a meeting with the child's parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault.
- In the event of a bite breaking the skin, and to reduce the risk of infection from bacteria, give prompt treatment to both the child who has bitten and the child who has been bitten.

If a child or member of staff sustains a bite wound where the skin has been severely broken, we will arrange for urgent medical attention after initial first aid has been carried out. In cases where a child has a particular special educational need or disability that lends itself to increased biting, the nursery manager will carry out a risk assessment and may recommend immunisation with Hepatitis B vaccine for all staff working with the child.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

Section V – Human Resources

60. Suitability of Staff Policy

At One World Montessori Nursery, we are committed to ensuring that all staff, including students, volunteers and any agency/supply staff are suitable to fulfil the requirements of their role to work with or be in regular contact with children. This includes making decisions about suitability as part of the recruitment process, and monitoring continued suitability, as part of regular staff and/or student supervision.

The nursery owner is responsible for ensuring that all staff, volunteers and students apply for enhanced checks with the Disclosure and Barring Service (DBS), and that the results of such checks are assessed as part of any decision on suitability. Where possible, checks will be completed prior to the applicant's start date of employment. However, if there is a delay with the completion of the check, an applicant may start work at the nursery, provided that (1) the check has been applied for, and (2) the applicant is supervised **at all times** by staff who already hold enhanced checks.

All nursery staff will be informed if any new starter is awaiting enhanced DBS clearance. Staff awaiting these checks will **never**:

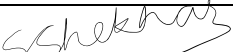
- Be left unsupervised whilst caring for children.
- Take children for toilet visits, unless supervised by staff holding an enhanced check.
- Change nappies.
- Be left alone in a room or outside with children.
- Administer medication.
- Administer first aid.
- Take photographs of any children.
- Have access to children's personal details and records, including learning and development records.

We recognise that an enhanced DBS check is only one part of the vetting process, and we ensure that every individual with access to children at One World Montessori Nursery goes through a robust recruitment and induction procedure (as set out in the Safe Recruitment Policy). We also ensure that all staff, students and volunteers receive continuous support, training and supervision to enable them to provide a safe, secure and healthy environment for all children in the nursery. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

All students will also be interviewed to ensure they are suitable for the nursery, and they will undergo an induction process to ensure they fully understand and are able to implement the nursery's procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

Before using any supply/agency staff, we request confirmation that all necessary checks have been completed in respect of individual agency workers. It is our policy that all agency/supply staff are fully supervised and not left alone with children.

Once DBS checks are completed, we record the reference number, the date the check was obtained and details of who obtained it. We also collect this information for any agency/supply staff prior to using them.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

61. Safe Recruitment of Staff Policy

At One World Montessori Nursery, we are vigilant in our recruitment procedures, taking all reasonable precautions to ensure that all people who have access to children at the nursery are suitable to fulfil the requirements of their roles.

When recruiting a new member of staff to join our team, we follow the below procedure:

Legal Requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and all accompanying regulations, including our legal responsibilities under the Equality Act 2021.
- We also adhere to the requirements of the Disclosure and Barring Service (DBS) in relation to carrying out checks, and of informing the DBS of any changes to the suitability of staff.

Advertising

- We use reputable newspapers, websites, job sites and local job centres to advertise for any vacancies.
- We ensure that all recruitment literature includes details of our Safe Recruitment and Equal Opportunities Policies, and that it informs applicants of the requirement for an enhanced DBS check and at least two independent references for every new employee, as well as an additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad.

Interview Stage

- We shortlist all suitable candidates against a pre-set specification, and ensure that all applicants receive correspondence, regardless of whether they are successful in reaching the interview stage or not.
- All shortlisted candidates receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview.
- At the start of each interview, the candidate's identity is checked, using for example, his or her passport and/or photo card driving licence. The candidate is required to prove that he or she is eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding children, planning suitable activities to enhance the child's development, and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions are value based and will

ensure the candidate has the same values as the nursery in relation to the safety and welfare of children.

- Shortlisted candidates will be asked to take part in a supervised practical exercise, which will involve spending time with a particular age group in the nursery, interacting with the children and staff.
- The nursery owner and manager will then select the most suitable person for the position.
- Every candidate will receive communication from the nursery, stating whether they have been successful or not. Unsuccessful candidates will be offered feedback.

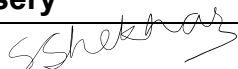
Starting Work

- The successful candidate will be offered the position subject to at least two references from previous employers, or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up before employment commences. Verbal references will be sought initially, and these will then be followed up with requests for written references, which will form part of the candidate's personnel file.
- The successful candidate will be asked to provide proof of qualifications. All qualifications will be checked, and copies taken for personnel files.
- Prior to employment, the candidate will be asked to complete a health questionnaire, which will inform the nursery's overall decision about the candidate's suitability. We reserve the right to take any further advice necessary about a person's physical and mental fitness to carry out their role.
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the candidate starts work in the nursery, and they will not have unsupervised access to any child before this check is complete. Further to this, the new starter will not be allowed to change nappies, take photographs of any child, or look at children's learning and development records without an enhanced DBS check.
- An additional criminal records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad.
- The nursery will record and retain details about the candidate, including qualifications, identity checks and the vetting process completed. This will include the DBS reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is made.
- There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. All cases will be assessed on an individual basis, and will take into account the following:
 - seriousness of the offence;
 - accuracy of the person's self-disclosure on the application form;
 - nature of the appointment, including levels of supervision;
 - age of the individual at the time of the offence;
 - the length of time that has elapsed since the offence;
 - relevance of the offence to working or being in regular contact with children.

- If the individual has registered on the DBS system since 17 July 2013, the continuous updating service may be used to carry out the check, instead of applying for a new enhanced disclosure.
- New starters are required to declare that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or make them unsuitable to do so.
- All new members of staff will undergo an intensive induction period, during which time they will read and discuss the nursery's policies and procedures with the manager.
- During their induction period, all new staff will receive training on how to safeguard children in their care.
- New members of staff will have regular meetings with the manager to discuss progress, support required and/or further training and professional development opportunities.

Ongoing Support and Checks

- All staff are responsible for notifying the manager or owner of any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual staff disqualification declaration). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager or owner **immediately**.
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support. Health will also be discussed at staff supervisions/review meetings.
- The nursery owner and manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children, and they will take appropriate action to ensure that any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved.
- Every member of staff will have at least three meetings a year with the manager, as well as a formal appraisal. This will provide an opportunity for the manager and member of staff to discuss training needs, as well as evaluate and discuss the staff member's work performance.
- The manager and room leaders will be responsible for supporting the staff team between these reviews. This includes mentor support, ongoing supervision, work-based observations and constructive feedback.
- We will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

62. Personnel Policy

At One World Montessori Nursery, we aim to have a high quality staff team that acts at all times in the best interests of children's safety and welfare. To achieve this, we have a range of policies to support the recruitment, development and retention of staff.

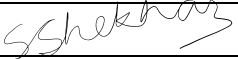
The nursery's policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, safety, care and development.
- The statutory requirements of the Early Years Foundation Stage.
- The individual needs of the children, including maintaining continuity of care.
- Compatibility between all members of staff and the building of a good team spirit.
- Consideration of the advancement of each member of staff, both by internal and external training, to help them achieve their maximum potential.
- Compliance with current legislation, including the principles of the Equality Act 2010 and all legislation governing discrimination.

We will ensure:

- The provision of a person specification and job description for every member of staff prior to an interview.
- That all interviews follow our recruitment procedures to ensure safe and fair and non-discriminatory recruitment occurs.
- The provision of a statement of terms and conditions and contract for every member of staff in employment.
- The provision of an offer letter (conditional on an enhanced DBS clearance and satisfactory references) prior to commencement of employment, with details of other information relevant for the first day of work.
- The provision of the nursery's policies and procedures prior to commencement of employment. New staff will also receive induction training, including information about fire safety, safeguarding/child protection and health and safety issues
- Effective supervision to promote the best interests of children. Staff are also provided with ongoing training and professional development opportunities to ensure they offer quality learning experiences for children that continually improve.
- A zero-tolerance approach to discrimination or harassment relating to sex, race, sexual orientation, gender, gender reassignment, age, religion or belief and disability. This includes unwanted verbal or physical third-party harassment by those not employed by the nursery.

This policy is reviewed at least annually.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

63. Staff Development and Training Policy

At One World Montessori Nursery, we highly value our staff team. We believe that ongoing personal and professional development is essential for the delivery of high quality learning and development opportunities for children.

The overall quality of our nursery is underpinned by our staff having appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities.

Every staff member is given the opportunity to further develop their training, knowledge and skills by means of a comprehensive and targeted programme of professional development. High quality professional supervision is also provided. This ensures that each staff member receives support, mentoring and training, and promotes the interests of children. Meetings are planned based on individual performance related targets, as well as observations and evaluations of the impact of staff's practice.

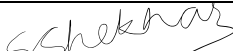
We ensure that all staff are qualified to level 3 (or equivalent) or above in Childcare and Education or Early Years Educator. Where necessary, staff will be supported to achieve a suitable level 2 qualification in Maths and English (as defined by the Department for Education on the Early Years Qualifications List) for the completion of the Early Years Educator.

We strongly promote continuous professional development, and all staff have individual training records and training plans to enhance their skills and expertise, which are based on discussions at supervision and appraisal meetings. We have a training budget which is set annually and reviewed to ensure that staff gain external support and training where needed.

To facilitate the development of staff, we:

- Mentor, lead and offer encouragement and support to achieve a high level of morale and motivation.
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice.
- Provide opportunities for delegation based on skills and expertise, to offer recognition and empower staff.
- Encourage staff to contribute ideas for change within the nursery, and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning.
- Encourage staff to further their experience and knowledge by attending relevant external training courses.
- Encourage staff to pass on their knowledge to those who are less experienced, and share knowledge from external training with small groups of staff within the nursery.
- Provide regular in-house training relevant to the needs of the nursery.

- Carry out regular supervision meetings with all staff. These provide opportunities for staff to discuss any issues, particularly concerning children's development or well-being, including child protection concerns. Staff appraisals are carried out annually, where objectives and action plans for staff are set out, and training needs identified.
- Develop a training plan that sets out the aims and intended outcomes of any training, addressing both the qualification and continuous professional development needs of the nursery and individual staff.
- Promote a positive learning culture within the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

64. Family Friendly Policy

Maternity Rights

This section is for pregnant employees and new mothers. It details their rights, which fall into three main categories:

- Paid time off for antenatal care.
- Maternity leave.
- Maternity benefits.

Antenatal Care

You are entitled to be paid your normal rate of pay for any appointments during working hours related to antenatal care. To receive payment, an appointment card must be produced confirming the appointment, and you will be expected to return to work after keeping your appointment wherever possible.

When a certificate confirming pregnancy is issued, this must be handed in as soon as possible.

Ordinary Maternity Leave (OML)

You are entitled to 26 weeks' Ordinary Maternity Leave (OML), and have the right to return to work in your previous job. These rights apply regardless of length of service, or the number of hours worked.

If you work full time, you have the right to return to your full time position, but you do not have the right to return part time. However, your employer will consider any request for part time work. Requests should be made in writing to your employer, giving as much notice as possible.

You can start your OML at any time from the 11th week before the expected week of childbirth (EWC), and there is a two-week compulsory maternity leave period following the birth (four weeks for factory workers). For all maternity leave purposes, 'childbirth' is either a live birth before the end of the 24th week of pregnancy, or a live or still birth after the 24th week of pregnancy.

Throughout the OML period, all your terms and conditions of employment are maintained with the sole exception of pay.

Additional Maternity Leave (AML)

Additional Maternity Leave (AML) starts at the end of the OML period and ends 26 weeks later. As with OML, all your terms and conditions of employment are maintained throughout this period with the sole exception of pay.

Notification

The notice periods detailed below must be complied with to safeguard your rights.

You must notify your employer in writing by the 15th week before the EWC of the following:

- That you are pregnant.
- The EWC.
- The date on which you intend to start your maternity leave.

You must also provide a certificate (normally a form MAT B1), stating the EWC.

Your employer will then write to you within 28 days to confirm your date of return to work. You can change the date on which you intend to start your maternity leave by giving your employer at least 28 days' written notice.

Returning to Work

If you take the full entitlement to maternity leave, your return date will be the date previously notified to you by your employer. If you wish to return early, you must give your employer eight weeks' written notice of your early return date. Your early return may be delayed if this procedure is not followed. If you intend to return to work at the end of your maternity leave but fail to do so, your employer's normal rules regarding absence will apply.

Maternity Benefits

Although you do not need any qualifying service or to work a minimum number of hours to be entitled to maternity leave or the right to return to work, in order to qualify for Statutory Maternity Pay (SMP) from your employer, you need to have the following:

- At least 26 weeks' continuous service at the end of the 15th week before the EWC (this is known as the 'qualifying week' for maternity pay purposes).
- Average earnings above the National Insurance lower earnings limit during the eight weeks before the qualifying week.

If you meet these conditions, you are entitled to a maximum of 39 weeks' SMP, which is calculated as:

- Six weeks at 90% of average weekly earnings.
- 33 weeks at the lesser of the lower rate of SMP or 90% of average weekly earnings.

If you do not qualify for SMP, you may be entitled to Maternity Allowance (MA).

Sickness Absence During Pregnancy

If you are absent from work because of a pregnancy related illness or reason at any time during the four weeks before your EWC, the OML period begins on the first day of absence. If the pregnancy related absence began before the fourth week, then the OML period begins at the start of the fourth week.

If you are absent from work and the illness is not pregnancy related, the maternity leave period will begin on the date you have previously notified.

If you are absent from work in the weeks leading up to your maternity leave, it may affect the higher rate of SMP (90% of normal pay) because it is based on your average earnings in the eight weeks prior to the qualifying week.

Adoption Rights

This section is similar to the previous section, but deals with employee rights on the adoption of a child, which fall into three main categories:

- Paid time off to attend pre-adoption appointments.
- Adoption leave.
- Adoption benefits.

Pre-Adoption Appointments

If you are the primary or sole adopter and you have been advised that a child is due or expected to be placed with you for adoption, you are entitled to be paid your normal rate of pay for up to five pre-adoption appointments during working hours. The appointments must have been made by or at the request of the adoption agency, and to receive payment, an appointment card must be produced confirming each appointment. The maximum time off for each appointment is six and a half hours and you will be expected to return to work after keeping your appointment wherever possible.

Ordinary Adoption Leave (OAL)

If you are the adoptive parent who has elected to take adoption leave, you have the right to 26 weeks' Ordinary Adoption Leave (OAL), which includes two weeks' compulsory adoption leave. You can start your adoption leave as soon as the child is placed with you for adoption, or if pre-notified, up to 14 days before that date.

You are entitled to return to work in your previous job after the OAL period. If you work full time, you have the right to return to your full time position, but you do not have the right to return part time. However, your employer will consider any request for part time work. Requests should be made in writing to your employer, giving as much notice as possible.

Throughout the OAL, all your terms and conditions of employment are maintained with the sole exception of pay.

Additional Adoption Leave (AAL)

If you are entitled to OAL, Additional Adoption Leave (AAL) starts at the end of the OAL period and ends 26 weeks later. As with OAL, all your terms and conditions of employment are maintained throughout this period with the sole exception of pay.

Notification

The notice periods detailed below must be complied with to safeguard your rights.

You must notify your employer in writing of the following no later than seven days after being matched with a child for adoption:

- The date of placement of the child for adoption.
- The date on which you intend to start your adoption leave.

You must also provide an adoption certificate from the approved adoption agency. Your employer will then write to you within 28 days to confirm your date of return to work. You can change the date on which you intend to start your adoption leave by giving your employer at least 28 days' written notice.

Returning to Work

If you take the full entitlement to adoption leave, your return date will be the date previously notified to you by your employer. If you wish to return early, you must give your employer eight weeks' written notice of your early return date. Your early return may be delayed if this procedure is not followed.

If you intend to return to work at the end of your adoption leave but fail to do so, your employer's normal rules regarding absence will apply.

Adoption Benefits

Although you do not need any qualifying service or to work a minimum number of hours to be entitled to adoption leave or the right to return to work, in order to qualify for Statutory Adoption Pay (SAP), you need to have the following:

- At least 26 weeks' continuous service at the end of the week in which the child was matched with you for adoption.
- Average earnings above the National Insurance lower earnings limit during the eight weeks before the week in which the child was matched with you for adoption.

If you meet these conditions, you are entitled, subject to special rules where the adoption is disrupted or where the child reaches age 18, to a maximum of 39 weeks' SAP, calculated as:

- Six weeks at 90% of average weekly earnings.
- 33 weeks at the lesser of the lower rate of SAP or 90% of average weekly earnings.

To be paid SAP, you should notify your employer in writing of the following no later than 28 days before the date on which you wish your SAP period to begin:

- The name and address of the approved adoption agency.
- The date on which the child is expected to be placed for adoption, or where the child has already been placed for adoption, the date of placement.
- The date on which you were informed that the child was to be placed with you for adoption.

Paternity Rights (Birth)

Antenatal Appointments

You are entitled to accompany the child's mother on up to two antenatal appointments without pay during working hours. This is on the condition that you have or expect to have responsibility for the upbringing of the child, and that you are the biological father of the child or are married to or are the partner of the child's mother. The maximum time off for each appointment is six and a half hours, and you will be expected to return to work after keeping your appointment wherever possible.

Ordinary Paternity Leave (OPL)

If you have at least 26 weeks' continuous service at the end of the 15th week before the EWC, you are entitled to choose to take either one week or two consecutive weeks of Ordinary Paternity Leave (OPL) if you meet the following conditions:

- You have or expect to have responsibility for the upbringing of the child.
- You are the biological father of the child or are married to or are the partner of the child's mother.

You cannot start your OPL until the child is born, and it must end within 56 days, beginning with the date on which the child is born or the first day of the EWC, whichever is the later. You must give prior notice of the day you intend to start your OPL, which can be:

- The day on which the child is born.
- A day which you specify as a number of days after the day on which the child is born.
- A pre-determined date, which must be later than the first day of the EWC.

Throughout the OPL, all your terms and conditions of employment are maintained with the sole exception of pay.

Paternity Benefits

If you are entitled to OPL, and your average earnings were above the National Insurance lower earnings limit during the eight weeks up to and including the 15th week before the EWC, you are entitled to be paid Statutory Paternity Pay (SPP). SPP is paid during the entire OPL period and is the lesser of:

- The standard rate of SPP, or
- 90% of average weekly earnings.

Notification

To safeguard your rights to OPL and pay, you must complete Form SC3 by the 15th week before the EWC. You can change the date on which you intend to start your OPL by completing a new Form SC3 at least 28 days before the original leave date.

Paternity Rights (Adoption)

Pre-Adoption Appointments

If you are the primary adopter's partner and you have been advised that a child is due or expected to be placed with you, you are entitled to attend up to two pre-adoption appointments without pay during working hours. The appointments must have been made by or at the request of the adoption agency, and the maximum time off for each appointment is six and a half hours. You will be expected to return to work after keeping your appointment wherever possible.

Ordinary Paternity Leave (OPL)

If you have at least 26 weeks' continuous service at the end of the week in which the child's adopter is matched with the child for a UK adoption, you are entitled to choose to take either one week or two consecutive weeks of OPL if you meet the following conditions:

- You are not taking adoption leave in respect of the child.
- You have or expect to have responsibility for the upbringing of the child.
- You are married to or are the partner of the child's adopter.

You cannot start your OPL before the day the child is placed with the adopter, and it must end within 56 days, beginning with the date of placement. You must give prior notice of the day you intend to start your OPL, which can be:

- The day on which the child is placed with the adopter.
- A day which you specify as a number of days after the day on which the child is placed with the adopter.
- A pre-determined date, which must be later than the date on which the child is expected to be placed for adoption.

Throughout the OPL, all your terms and conditions of employment are maintained with the sole exception of pay.

Paternity Benefits

If you are entitled to OPL, and your average earnings were above the National Insurance lower earnings limit during the eight weeks before the week in which the child was matched for adoption, you are entitled to be paid Statutory Paternity Pay (SPP). SPP is paid during the entire OPL period and is the lesser of:

- The standard rate of SPP, or
- 90% of average weekly earnings.

Notification

To safeguard your rights to OPL and pay, you must complete a Form SC4 no later than seven days after the date on which the adopter is notified of having been matched with the child for adoption. You can change the date on which you intend to start your OPL by completing a new Form SC4 at least 28 days before the original leave date.

Shared Parental Rights (Birth)

Introduction

Many parents will be able to share leave in the year after their child's birth and take leave in a more flexible way by stopping and starting their Shared Parental Leave (SPL), taking their leave at the same time, and returning to work between periods of leave.

To qualify for SPL, you must have at least 26 weeks' continuous service at the end of the 15th week before the EWC, and still be in employment the week before you take the SPL. In addition, you must share the main responsibility for the care of the child that the SPL and pay relates to with the other parent, and meet an 'employment and earnings' test.

Opting into Shared Parental Leave and Pay

If the mother and her partner agree, the mother can curtail her current maternity leave and 'convert' what remains of the leave period into SPL. The mother must do this by giving formal notice to her employer. If you are the mother, we have a form that can be completed to provide the required information. At least eight weeks' notice must be given to curtail maternity leave, at which time the mother and her partner must also give their respective employers an indication of how they intend to take the SPL and pay.

The mother's notice to curtail maternity leave will normally be accompanied by a notice of entitlement to take SPL, and a request for a period of SPL and pay. Once notice to curtail maternity leave has been given, it can only be withdrawn in very limited circumstances. However, if the mother gives notice to curtail her maternity leave before the child is born, she has up to six weeks after the birth to change her mind. If the mother revokes her curtailment notice, she remains on maternity leave and can give a new notice to curtail her maternity leave at a later date.

Taking Shared Parental Leave

Before you can take SPL and pay, you must provide your employer with a notice of your entitlement to SPL and pay, and this must be accompanied by a 'declaration' from your partner. This is a 'one off' notice, and if you are the mother, you will already have given this notice with your notice to curtail your maternity leave. If you are the mother's partner, we have a form that can be completed to provide the required information. The total number of weeks of SPL available is 52 weeks minus the maternity leave that the mother has already taken (including the compulsory maternity leave period). The leave must be taken in whole weeks (part weeks count as whole weeks), and it must be taken before the child's first birthday.

All your terms and conditions of employment are maintained throughout the SPL period, with the sole exception of pay. If your combined total of maternity/paternity and SPL does not exceed 26 weeks, you are entitled to return to work in your previous job. If you work full time, you have the right to return to your full time position, but you do not have the right to return part time. However, your employer will consider any request for part time work. Requests should be made in writing to your employer, giving as much notice as possible.

Notification

You are allowed three 'notifications' to take a period of SPL. A minimum of eight weeks' notice must be given before each period of leave, and the mother's first notice to take SPL will usually be included as part of the notice to curtail maternity leave.

If your notice is for a continuous period of SPL, for example, six weeks off, it cannot be refused. If, however, your notice is for a discontinuous period of leave, for example, six weeks comprising three weeks of SPL, three weeks in work, then three weeks of SPL, this can be refused. The first two weeks of the eight week notice period are to enable you and your employer to discuss this type of request, and to try to reach agreement on the pattern of leave.

If agreement cannot be reached, you have until the 15th day after you submitted your request (i.e. the day after the discussion period expires) to either let the request stand or to withdraw the request. If you let the request stand, your employer can insist that the SPL is taken as a period of continuous leave (in the above example, as a continuous period of six weeks). You then have five days in which to decide the start date for the period of continuous leave, otherwise it will start on the date of the first period you previously notified. Alternatively, you can withdraw the request and it will not count as one of your three notifications.

If you want to change the dates of a previously notified period of SPL and your employer agrees to this, then the change does not count as a formal 'notification'. If, however, your employer does not agree to the change, you can submit a formal notification of the change (giving at least eight weeks' notice). Your employer will have to accept this notification, but the change will count as one of your three 'notifications'.

Statutory Shared Parental Pay

If you qualified for SMP, MA or SPP, you will also qualify for Statutory Shared Parental Pay (SSPP). The total number of weeks of SSPP available is 39 weeks minus the number of weeks of SMP already paid to the mother. SSPP is paid at the lesser of:

- The standard rate of SSPP, or
- 90% of average weekly earnings.

As there will be more weeks of SPL available than weeks of SSPP, employees who claim SSPP will be required to sign a declaration stating the total pay available and the total pay received.

Shared Parental Rights (Adoption)

Introduction

Many parents will be able to share leave in the year after the adoption, and take leave in a more flexible way by stopping and starting their SPL, taking their leave at the same time, and returning to work between periods of leave.

To qualify for SPL, you must have at least 26 weeks' continuous service at the end of the week in which the adopter is notified of having been matched with a child for adoption, and still be in employment the week before you take the SPL. In addition, you must share the main responsibility for the care of the child that the SPL and pay relates to with the other parent, and meet an 'employment and earnings test'.

Opting into Shared Parental Leave and Pay

If the primary adopter and their partner agree, the primary adopter can curtail their current adoption leave and 'convert' what remains of the leave period into SPL. The primary adopter must do this by giving formal notice to the employer. If you are the primary adopter, we have a form that can be completed to provide the required information. At least eight weeks' notice must be given to curtail adoption leave, at which time the primary adopter and their partner must also give their respective employers an indication of how they intend to take the SPL and pay.

The primary adopter's notice to curtail adoption leave will normally be accompanied by a notice of entitlement to take SPL, and a request for a period of SPL and pay. Once notice to curtail adoption leave has been given, it can only be withdrawn in very limited circumstances.

Taking Shared Parental Leave

Before you can take SPL and pay, you must provide your employer with a notice of your entitlement to SPL and pay, and this must be accompanied by a 'declaration' from your partner. This is a 'one off' notice, and if you are the primary adopter, you will already have given this notice with your notice to curtail your adoption leave. If you are the secondary adopter/adopter's partner, we have a form that can be

completed to provide the required information. The total number of weeks of SPL available is 52 weeks minus the adoption leave that the primary adopter has already taken (including the compulsory adoption leave period). The leave must be taken in whole weeks (part weeks count as whole weeks), and it must be taken during the first year following the adoption.

All your terms and conditions of employment are maintained throughout the SPL period with the sole exception of pay, and if your combined total of adoption/paternity and SPL does not exceed 26 weeks, you are entitled to return to work in your previous job. If you work full time, you have the right to return to your full time position, but you do not have the right to return part time. However, your employer will consider any request for part time work. Requests should be made in writing to your employer, giving as much notice as possible.

Notification

You are allowed three 'notifications' to take a period of SPL. A minimum of eight weeks' notice must be given before each period of leave, and the primary adopter's first notice to take SPL will usually be included as part of the notice to curtail adoption leave.

If your notice is for a continuous period of SPL, for example, six weeks off, it cannot be refused. If, however, your notice is for a discontinuous period of leave, for example, six weeks, comprising three weeks of SPL, three weeks in work, then three weeks of SPL, this can be refused. The first two weeks of the eight week notice period are to enable you and your employer to discuss this type of request, and to try to reach agreement on the pattern of leave.

If agreement cannot be reached, you have until the 15th day after you submitted your request (i.e. the day after the discussion period expires) to either let the request stand or to withdraw the request. If you let the request stand, your employer can insist that the SPL is taken as a period of continuous leave (in the above example, as a continuous period of six weeks). You then have five days in which to decide the start date for the period of continuous leave, otherwise it will start on the date of the first period you previously notified. Alternatively, you can withdraw the request and it will not count as one of your three notifications.

If you want to change the dates of a previously notified period of SPL and your employer agrees to this, then the change does not count as a formal 'notification'. If, however, your employer does not agree to the change, you can submit a formal notification of the change (giving at least eight weeks' notice). Your employer will have to accept this notification, but the change will count as one of your three 'notifications'.

Statutory Shared Parental Pay

If you qualified for SAP or SPP, you will also qualify for Statutory Shared Parental Pay (SSPP). The total number of weeks of SSPP available is 39 weeks minus the number of weeks of SAP already paid to the primary adopter. SSPP is paid at the lesser of:

- The standard rate of SSPP, or
- 90% of average weekly earnings.

As there will be more weeks of SPL available than weeks of SSPP, employees who claim SSPP will be required to sign a declaration stating the total pay available and the total pay received.

Parental Leave

Parents of children born or placed for adoption on or after 15 December 1999 are entitled, on completion of one year's service, to take unpaid parental leave. The right applies to mothers and fathers, and to a person who has legal parental responsibility. Parents who already have at least one year's service are able to start taking parental leave when the child is born or adopted, and the remainder are able to start taking parental leave as soon as they have completed one year's service.

Parents are entitled to 18 weeks' leave for each child, to be taken before the child reaches age 18. Parents must give 21 days' written notice to take parental leave, and it must be taken in blocks or multiples of one week (part weeks, including single days or part days, count as whole weeks) up to a maximum of four weeks in any one year. Parents of disabled children for whom Disability Living Allowance has been awarded have the additional flexibility to take leave in days, without them being counted as whole weeks, although part days count as full days. Leave can be postponed by the nursery for up to six months where the business cannot cope, except when a father gives the above advance notice to take leave immediately after the date when the child is born, or when the partner of a primary adopter gives the above advance notice to take leave immediately after the date when the child is placed for adoption.

Time Off for Dependants

You will be allowed to take reasonable time off work without pay to deal with an emergency involving a dependant. The amount of time off allowed will depend on the circumstances.

For example, if a dependant is ill or injured, reasonable time off will be given to deal with the emergency. This does not mean that you will be allowed to take time off to look after the dependant personally.

Compassionate Leave

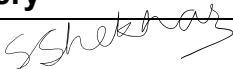
This leave applies on the death of an employee's spouse, life partner, parent, brother, sister, grandparent, dependent or other relative for whom the employee has special responsibility or has had special ties.

Generally, the amount of time off required will be at the nursery owner's discretion and will depend on individual circumstances, but up to 40 hours (the equivalent of one working week) paid leave would be considered.

Death of a Child

Any employee who experiences the death of a child under the age of 18, or suffers a stillbirth from 24 weeks of pregnancy, will be entitled to two weeks' paid leave, subject to meeting the eligibility criteria of having been employed for at least 26 weeks.

Ongoing support will be provided, including making reasonable adjustments on the return to work.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

65. Monitoring Staff Behaviour Policy

At One World Montessori Nursery, the safety and welfare of the children in our care is of paramount importance. This policy sets out our expectations for staff behaviour within our setting; above all, that all staff will act as positive role models for children. Within this policy, we will also ensure that any changes to staff behaviours or ways of working are closely monitored so that children are always safeguarded.

Expected Staff Behaviour

Within our nursery, we expect our staff to:

- Put children first: children's safety, welfare and ongoing development is the most important part of their role.
- Always behave professionally and demonstrate caring attitudes to all.
- Work as part of the wider team, cohesively and openly.
- Be aware of the requirements of the Statutory Framework for the EYFS, and adhere to the policies and procedures designed to keep children safe from harm, while supporting their early development.
- React appropriately to any safeguarding concerns in accordance with the local authority procedures and training received.
- Not share any confidential information relating to the children, nursery or families using the nursery.
- Uphold the public image of the nursery and do nothing that will bring it into disrepute.
- Establish positive relationships with parents and ensure those relationships remain professional.
- Report to the nursery manager or owner immediately any changes in their personal circumstances that may impact on their suitability to work with children. Such circumstances may include (but are not limited to) changes to an individual's criminal record, health, social services involvement with their own children, etc.

Monitoring Staff Behaviour

Within the nursery, we:

- Have a comprehensive and robust vetting process to ensure all new staff members are suitable to work with children.
- Conduct regular peer observations using all staff and management, during which we observe interactions between staff and children.
- Have regular supervisions with all staff in which ongoing suitability is monitored and recorded.
- Have a Whistleblowing Policy that enables team members to discuss confidentially any concerns about their colleagues.

Behaviours that may cause concern and will be investigated further include:

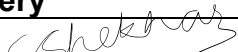
- Change in moods.
- Sudden change in religious beliefs/cultural beliefs (may be a sign of radicalisation).
- Changes in the way they act towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation, etc.).
- Sudden outbursts.
- Becoming withdrawn.
- Secretive behaviours.
- Missing shifts, calling in sick more often, coming in late.
- Standards in work slipping.
- Extreme changes in appearance.

Procedures to be Followed

If we have concerns about changes in a staff member's behaviour, we will call the staff member into a meeting to discuss those concerns. We will aim to support the staff member wherever possible, and we will put support mechanisms in place where appropriate.

We hope that staff can continue to work with children provided they are suitable to do so, but if any behaviours cause concern about the safety or welfare of children, then the Safeguarding/Child Protection Policy will be followed. In the case of any allegations against a staff member, the Local Authority Designated Officer (LADO) will be called.

All conversations, observations and notes on the staff member will be logged and kept confidential.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

66. Dealing with Discriminatory Behaviour Policy

At One World Montessori Nursery, we do not tolerate discriminatory behaviour, and we take action to tackle discrimination. We believe that parents have a right to know if discrimination occurs, and what actions the nursery will take to tackle discrimination. We follow our legal duties in relation to discrimination and record all incidents, whether perceived or actual, relating to discrimination on any grounds, and report these, where relevant, to children's parents and the registering authority.

Definition and Legal Framework

Types of Discrimination

- **Direct discrimination** occurs when someone is treated less favourably than another person because of a protected characteristic.
- **Discrimination by association** occurs when there is a direct discrimination against a person because they associate with a person who has a protected characteristic.
- **Discrimination by perception** occurs when there is a direct discrimination against a person because they are perceived to have a protected characteristic.
- **Indirect discrimination** can occur where a provision, criterion or practice is in place which applies to everyone in the organisation but particularly disadvantages people who share a protected characteristic, and where that provision, criterion or practice cannot be justified as a proportionate means of achieving a legitimate aim.
- **Harassment** is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.
- **Victimisation** occurs when an employee is treated badly or put to detriment because they have made or supported a complaint, or raised a grievance under the Equality Act 2010, or have been suspected of doing so.

Protected Characteristics

The nine protected characteristics under the Equality Act 2010 are:

- Age.
- Disability.
- Gender reassignment.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.
- Marriage and civil partnership.
- Pregnancy and maternity.

Incidents may involve a small or large number of persons. The persons may vary in their degree of offence, and they may not even recognise the incident has discriminatory implications. At the other extreme, their behaviour may be quite deliberate and blatant.

Examples of Discriminatory Behaviour

Some examples of discriminatory behaviour are:

- Physical assault against a person or group of people.
- Derogatory name calling, insults and discriminatory jokes.
- Graffiti and other written insults (depending on the nature of what is written).
- Provocative behaviour, such as wearing badges and the distribution of discriminatory literature.
- Threats against a person or group of people pertaining to the nine protected characteristics listed above.
- Discriminatory comments, including ridicule made in the course of discussions.
- Patronising words or actions.

Our Procedures

We tackle discrimination by:

- Providing inclusive practice, where all staff are able to identify, understand and break down barriers to participation and belonging, and create an ethos of equality.
- Consistently promoting the British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs to all practitioners, children and families in the setting. We value diversity and celebrate differences in children and families.
- Providing training and support around this subject to support staff understanding and confidence in challenging discriminatory practice.
- Challenging any observed instances of inequality, discrimination and prejudice as they arise in play, conversation, books or other contexts, and following this policy to ensure that discriminatory behaviours against the protected characteristics are not tolerated within our setting.
- Ensuring that all children and families have a sense of belonging, and can see their own identities reflected in the setting.
- Expecting all staff to be aware of and alert to any discriminatory behaviour, stereotyping, bias or bullying taking place in person or via an online arena.
- Expecting all staff to intervene firmly and quickly to prevent any discriminatory behaviour or bullying. This may include behaviour from parents and other staff members.
- Expecting all staff to treat any allegation seriously and report it to the nursery manager. Each incident will be investigated and recorded as accurately as possible, and this record will be made available for inspection by staff, inspectors and parents, where appropriate, on request. The manager is responsible for ensuring that incidents are handled appropriately and

sensitively, and entered in the record book. Any pattern of behaviour should be indicated. Perpetrator/victim's initials may be used in the record book as information on individuals is confidential to the nursery.

- Ensuring that any online bullying or discriminatory behaviour is tackled immediately.
- Excluding or dismissing any individuals who display continued discriminatory behaviour or bullying, but such steps will only be taken when other strategies have failed to modify behaviour.

We record any incidents of discriminatory behaviour or bullying to ensure that:

- Strategies are developed to prevent future incidents.
- Patterns of behaviour are identified.
- Persistent offenders are identified.
- Effectiveness of nursery policies are monitored.
- A secure information base is provided to enable the nursery to respond to any discriminatory behaviour or bullying.

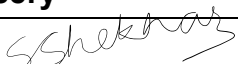
If the behaviour shown by an individual is deemed to be radicalised, we will follow the procedure as detailed in our Safeguarding/Child Protection and Prevent Duty and Radicalisation Policies.

Nursery Staff

We expect all staff to be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff or parents may express in the nursery.

We aim to create an atmosphere where the victims of any form of discrimination have confidence to report such behaviour, and that subsequently, they feel positively supported by the staff and management team of the nursery.

It is incumbent upon all members of staff to ensure they do not express any views or comments that are discriminatory, or appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. We expect all staff to use a sensitive and informed approach to counter any harassment perpetrated out of ignorance.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

67. Lone Working Policy

At One World Montessori Nursery, we try to ensure that no member of staff is left working alone at any time. However, there may be occasions when this is not always possible due to:

- Toilet breaks.
- Lunch cover.
- Nappy changes.
- Comforting a child who may be unwell in a quiet area.
- Following a child's interest, as this may lead staff away with a child to explore an area.
- Supporting children in the toilet area.
- The duties some team members have, for example, management, opening and closing the setting, carrying out cleaning or maintenance work, etc.

We always ensure that staff/child ratios are maintained. On the rare occasions that lone working within a room does take place, we ensure that a specific risk assessment is completed beforehand. This assesses:

- How staff can manage a variety of tasks, such as talking to parents and supervising children safely.
- Whether each member of staff required to work alone has the required qualification/training and/or skills for the role.
- Whether a staff member working alone is competent in his or her role.
- Whether the staff member can call on others in an emergency, including a fire evacuation.


Staff members' responsibilities when left in the building alone are:

- To make a member of the management team aware of when they are working and make plans to check in at their expected time of completion of the work.
- To ensure they have access to a phone at all times to call for help if necessary, or for management to check their safety if they are concerned.
- To ensure that the building remains locked so no one can walk in unidentified.
- To report any concerns to the management team as soon as practicably possible.

Management's responsibilities are:

- To ensure staff working alone are competent and confident to carry out any safety procedures, for example, fire evacuation.
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call.
- To ensure that employees have access to a phone whilst lone working.
- To follow up any event in which reporting in arrangements have been made, but the employee does not call in.

Risk assessments are also completed for occasions when staff are in the building alone.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

68. Inclusion and Equality Policy

Statement of Intent

At One World Montessori Nursery, we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all staff, children and families. Discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation has no place within our nursery.

A commitment to implementing our Inclusion and Equality Policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the nursery manager or owner at the earliest opportunity. Appropriate steps will then be taken to investigate, and if such concerns are founded, disciplinary action will be initiated.

Legal Framework

The legal framework for this policy is based on:

- Special Education Needs and Disabilities Code of Practice 2015.
- Children and Families Act 2014.
- Equality Act 2010.
- Childcare Act 2006.
- Children Act 2004.
- Care Standards Act 2002.
- Special Educational Needs and Disability Act 2001.

We are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Providing a childcare place, wherever possible, for children who may have special educational needs and/or disabilities, or who are deemed disadvantaged according to their individual circumstances.
- Making reasonable adjustments for children with special educational needs and/or disabilities.
- Providing an inclusive environment where all families are listened to, children can flourish, and all contributions are valued.

- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity.
- Providing positive non-stereotypical information.
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity, and training all staff about their rights and responsibilities under the Inclusion and Equality Policy.
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and differences, and that the policy is effective, and practices are non-discriminatory.
- Making inclusion a thread which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour.

Admissions/Service Provision

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive Admissions Policy.

The nursery will endeavour to ensure that all services and projects are accessible and relevant to all groups and individuals in the community.

Recruitment

Recruitment, promotion and other selection exercises, such as redundancy selection, will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting will be done by more than one person where possible. All members of the selection group will be committed to the inclusive practice set out in this policy, and all will have received appropriate training in this regard.

Application forms include equal opportunities monitoring questions. They do not include questions that potentially discriminate on the grounds specified above.

Vacancies are advertised to a diverse section of the labour market. Advertisements avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions are asked which potentially discriminate on the grounds specified above. All candidates are asked the same questions. Candidates are given the opportunity to receive feedback on the reasons why they were not successful.

Under the Equality Act 2010, we may ask questions prior to offering someone employment in the following circumstances:

- To establish whether the applicant will be able to comply with a requirement to undergo an assessment (i.e. an interview or selection test).
- To establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned.
- To monitor diversity in the range of people applying for work.

The National College for Teaching and Leadership provides further guidance, specific to working with children, which we follow:

Providers have a responsibility to ensure that practitioners have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a practitioner must be able to perform are set out in the Education (Health Standards England) Regulations 2003. Providers are responsible for ensuring that only practitioners who have the capacity to teach remain on the staff team.

People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach. Further information on training to teach with a disability is available from the DfE website.

Successful applicants offered a position may be asked to complete a fitness questionnaire prior to commencing the programme. Providers should not ask all-encompassing health questions but should ensure that they only ask targeted and relevant health-related questions, which are necessary to ensure that a person is able to teach.

Staff, Students and Volunteers

It is the policy of One World not to discriminate in the treatment of individuals. All staff, students and volunteers are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff, students and volunteers are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy, and to recognise and celebrate other cultures and traditions. All staff, students and volunteers are expected to participate in equality and inclusion training.

Early Learning Framework

We follow the Early Years Foundation Stage, and we ensure that all learning opportunities in the nursery encourage children to develop positive attitudes to people who are different from them.

We do this by:

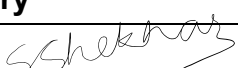
- Allocating key persons to ensure that each child's care is tailored to meet their individual needs.
- Listening to children (verbally and non-verbally) and making children feel included, valued and good about themselves.
- Ensuring that all children have equal access to tailored early learning and play opportunities.
- Reflecting a wide range of communities in the choice of resources.
- Avoiding stereotypical or derogatory images in the selection of materials.
- Acknowledging and celebrating a wide range of religions, beliefs and festivals.
- Creating an environment of mutual respect.

- Supporting children to talk about their feelings and those of others, manage emotions and develop empathy.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Knowing children well, being able to meet their needs and understanding when they may require further support.
- Ensuring that all early learning opportunities are inclusive of children with special educational needs and/or disabilities, as well as children from disadvantaged backgrounds.
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning.
- Working in partnership with all families to ensure they understand this policy and are able to challenge any discriminatory comments made.
- Ensuring the medical, cultural and dietary needs of all children are met.

Parent Information and Meetings

Information about the nursery, its activities, experiences and resources are shared with parents, as well as information about children's development. This is given in a variety of ways according to individual needs (written, verbal and translated).

Wherever possible, meetings are arranged to give all families opportunities to attend and share information about their child. We also consult with parents regularly about the running of the nursery, and we ask them to contribute ideas.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

69. Special Consideration for Employees Policy

At One World Montessori Nursery, we recognise that certain employees, such as young persons, new and expectant mothers, and persons with special educational needs and/or disabilities may require special consideration.

Legal Requirements

The nursery follows the legal requirements set out in The Management of Health and Safety at Work Regulations 1992 and the Equality Act 2010. This policy should be read alongside the Health and Safety Policy, which has regard to any employees requiring special consideration at the commencement of employment and during the course of it.

Procedure for Special Consideration

The nursery manager:

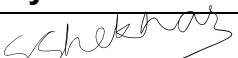
- Assesses any employee requiring special consideration on induction to the nursery, or when their condition or special educational needs and/or disability becomes known.
- Carries out the necessary risk assessments to support the employee.
- Agrees with the staff member any necessary special measures, such as training and supervision, modifications and medical surveillance.
- Carries out further assessments and reviews at least annually, or if and when any changes to the special circumstances or environment occur.

Special Educational Needs/Disabilities

If a member of staff has special educational needs and/or a disability, we encourage them to tell us about their condition so that we can consider what reasonable adjustments or support may be appropriate.

Part Time and Fixed Term Work

Part time and fixed term employees are treated the same as full time and permanent employees, and enjoy no less favourable terms and conditions, unless different treatment is objectively justified.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

70. Supervisions

At One World Montessori Nursery, we implement a system of supervision for all staff following their induction and probation period. Supervision is part of the nursery's overall performance management system, and promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues, including the opportunity for the staff and nursery manager to:

- Discuss any issues – particularly concerning children's development or well-being, including child protection concerns.
- Identify solutions to address issues as they arise.
- Discuss staff training needs, so that staff can develop their own skills.
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children. These should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to an individual's health. Changes are recorded as declarations on supervision forms, and appropriate action is taken, where applicable, in line with the Safeguarding/Child Protection Policy.

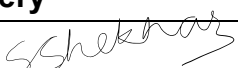
A template agenda is used in all supervision meetings to ensure consistency across the nursery. This clearly sets out who does what and the timeframe, i.e. what the manager is responsible for and what the practitioner needs to do.

There should always be something that a member of staff can discuss, for example, a particular child's development, strengths or concerns. However, if there are times where staff may be struggling to identify areas to discuss in a supervision meeting, we will ask them to identify three things they have enjoyed about their job/done well since the last supervision, and one thing they have least enjoyed/requires further improvement.

There may be times when supervision is increased for members of the team, for example, if there are particular concerns about a child, or if a staff member is experiencing difficult personal circumstances.

It is the responsibility of the nursery manager to plan time to ensure that all staff have supervision meetings. If for any reason a meeting is cancelled, a new date will be rearranged within seven days.

Staff have a responsibility to ensure they are available for supervision meetings, and that the necessary paperwork is completed. Information shared in meetings is confidential. The supervision process is used as part of the overall performance monitoring system at the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

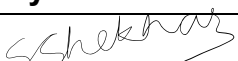
71. Supervision of Children Policy

At One World Montessori Nursery, we make sure we have suitable staffing arrangements to meet the needs of all children. We provide staff, students, volunteers and relief/agency staff with comprehensive information about health and safety in the nursery, and we closely monitor practice to ensure they fully understand their responsibilities to closely supervise children at all times.

Supervision of Children

We ensure that children are vigilantly supervised by:

- Deploying staff appropriately to meet the ratio and qualification requirements.
- Making sure that every child is always within the sight and hearing of a suitably vetted member of staff.
- Completing registers as soon as children enter and leave the premises, and carrying out head counts throughout the day.
- Risk assessing activities/experiences and equipment to ensure that children are not exposed to unnecessary risks.
- Taking special care when children are using large apparatus, for example, climbing frames, and when walking up or down steps/stairs.
- Taking special care when children are using scissors or tools, including using knives in cooking activities.
- Taking special care to minimise the risk of choking when children are eating or engaging in play where food is being used as a malleable material or role play resource.
- Supporting children to identify, minimise and manage risks in their play.
- Ensuring that babies/children are never left unattended when sleeping.
- Ensuring that babies/children are never left unattended during nappy changes.
- Increasing staff/child ratios during outings.
- Strictly following any safety guidelines provided by other organisations or companies relating to the hire of equipment or services, for example, hire of a bouncy castle.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

72. Supervision of Visitors Policy

At One World Montessori Nursery, we take all reasonable precautions to ensure the safety of the children in our care. This includes making sure that any visitors to the nursery are properly identified and supervised at all times.

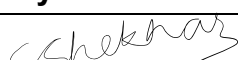
All visitors must sign the visitors' book on arrival and departure.

Visitors may include prospective parent/carers, other professionals, contractors, people in the community who may come to talk to the children, for example, librarians, police officers, etc. The identities of any visitors attending in a professional capacity, for example, Ofsted inspectors, speech and language therapists, etc, are always checked before entry to the nursery is permitted.

All visitors are informed of any relevant policies, including the Fire Safety Policy and the Mobile Phone, Camera and Other Recording Devices Policy. A member of staff will accompany visitors at all times. At no time will a visitor be left alone with a child, unless under specific circumstances arranged in advance with the manager, for example, a speech and language therapy session.

Security

- Staff must check the identities of any visitors before permitting them entry into the nursery, and ensure that the visitors' book is signed.
- Visitors must be accompanied by a member of staff at all times.
- All external doors and gates must be kept locked. All internal doors and gates must be kept closed to ensure that children are not able to leave rooms unattended.
- Staff, students, volunteers and parents are reminded not to hold doors open or allow entry to any person, whether they know the person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the premises.
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others. The police may be called in such circumstances.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

73. Staff Working with Own Children/Close Relations Policy

At One World Montessori Nursery, we understand there may be occasions when a member of staff is working with their own child or with another family member, for example, a niece or nephew. In such a circumstance, we ask the member of staff to meet with the nursery manager to discuss how to balance the best interests of the child and the staff member with the business needs of the nursery.

We believe that children learn best when they are healthy, safe and secure; when they have their individual needs met and have a positive relationship with the staff caring for them. It is our policy that all staff remain neutral and treat all children as individuals with the same regard.

When considering how to accommodate staff members working alongside their own child or close relative in the nursery, we will make decisions/agreements based on the following circumstances:

- The individual needs of the child, including if they have any special educational needs and/or disabilities.
- The age and stage of development of the child.
- The days and times the child attends.

All decisions will be made on an individual basis; this might mean that a decision is made to place the child in a different room to the staff member. Once a decision has been made, an agreed set of guidelines will be developed between the management team and the member of staff. These will stipulate that during the child's time at nursery, the child will be in the care of the nursery. They will also set out the nursery's expectations of the staff member in respect of their professionalism and commitment to meeting the needs of all the children.

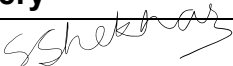
Staff caring for another staff member's child will treat the child as they treat the other children in the nursery.

Where the agreement is not working, or is impacting on the care of the child or the other children in the room, the manager will meet with the staff member to review the guidelines, and the following will be considered:

- Time left until the child is due to transition to the next room/school.
- Temporarily moving the staff member to another room. It is nursery policy to move the staff member and not the child, so the child continues to be in the appropriate age/stage group.

Breastfeeding

Where a staff member's baby requires breastfeeding, the nursery will adapt the above guidelines to suit both the baby's and mother's needs. Cover will be provided during this time.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

74. Absence Management Policy

At One World Montessori Nursery, we encourage all our employees to maximise their attendance at work, while recognising that employees will from time to time be unable to come to work due to illness or personal circumstances. By implementing this policy, we aim to balance the needs of the business with the genuine needs of employees to take occasional periods of time off work. This policy establishes a framework to support individuals and the nursery in times of sickness absence. It ensures that appropriate and consistent advice is provided, and that assistance and support is offered to employees, and where necessary, action is taken.

Principles

Our aim is to provide a healthy working environment. As such, we expect all staff to follow the guidance set out below.

Exclusion Periods for Contagious Illnesses

Working with children means that employees are more likely to come into contact with contagious illnesses. We take the health of children and staff very seriously; therefore, if an employee has any infectious/contagious illness, he or she must adhere to the same exclusion periods as children. This will ensure that the employee is able to recover appropriately, and that the infection/illness is not passed on to other staff, children or parents. The manager will advise employees of any exclusion times required (see the Sickness and Illness and Infection Control Policies).

Sickness Absence Reporting Procedure

Staff should report sickness absence in accordance with the below guidelines.

On the first day of absence, they must:

- Telephone the nursery and speak to the manager.
- Give brief details of their illness and expected length of absence.

Text messages and emails are not acceptable forms of communication for reporting sickness absence. Employees should contact the nursery manager within two hours of their normal start time.

They should then contact the nursery manager every day they are absent in the first week of absence. In addition:

- On returning to work, they must complete a copy of the employee's statement of sickness self-certification form. This should be signed by the nursery manager.
- For absences of more than seven consecutive days, including the weekend/non-working days, staff must provide a 'fit note' completed by a qualified medical practitioner for the period of absence.

After returning to work, the employee must attend a 'return to work' interview with the nursery manager. During the interview, the following will be discussed:

- The reason for absence
- Whether support is required and/or adjustments to the role and what they are. They might include regular catch-up meetings, adjusted work patterns, changes of duties, etc.
- Future requirements and expectations, for example, improved attendance.

The return to work interview will be documented using a set template, and signed by both the employee and the manager. A copy will be attached to the employee's file.

Where an employee's attendance record gives cause for concern because of the duration or frequency of absence, this will be brought to the attention of the employee through a discussion with the manager.

During any discussions on sickness absence, employees may be accompanied by a work colleague or trade union representative.

The abuse of sick leave and pay regulations may be classified as misconduct, and will be dealt with through the Disciplinary Procedure.

Frequent and/or Persistent Short Term Sickness Absence

Short term absence may be short periods of one or two days occurring frequently. Absence of this nature can be identified by one of the following indicators and should be classed as a trigger:

- Four self-certified spells of absence in one calendar year.
- A total of 10 working days or more of self-certified absence in one calendar year.
- Patterns of absence over a period, for example, an individual regularly taking Mondays or Fridays off.
- Where an employee's attendance record is significantly worse than those of comparable employees, or absence problems have gone on for a considerable length of time.

Long Term Sickness Absence

For the purpose of this policy, long term sickness absence is defined as absences lasting over one month. Where absences have lasted over 10 working days or more, the manager will contact the member of staff concerned to obtain an initial assessment of the sickness/illness.

At this point, and where considered appropriate after further assessment of the sickness/illness, the manager will arrange a face-to-face meeting or telephone conference with the member of staff. During the meeting/telephone conference, the following will be discussed:

- The reason for and nature of the absence and its likely duration.

- The nursery's concerns about the employee's health and absence from work.
- Whether alternative duties, or a shorter working week would enable a quicker return to work, subject to medical advice.
- Any personal issues that might be impacting on the employee's ability to come to work.
- Possible next steps, including a request for the employee to see a registered medical practitioner or occupational health provider appointed by the nursery for a medical report to be prepared. Alternatively, and if appropriate, a request for the employee to contact their doctor or specialist to establish the likely length of absence and the long term effect on capability in relation to job performance and attendance at work.

If all other avenues have been investigated, and the absence continues, or following the employee's return to work, their attendance record does not improve, a subsequent meeting will be arranged. At this point, and with legal advice, the manager may advise the employee that unless there are reasonable grounds to believe there will be an improvement in the foreseeable future, their ill health may put their employment at risk, with the possibility of termination by reason of capability or suitability to work with children.

The position will be reviewed periodically; however, if it does become necessary from a business perspective to consider termination of employment, the nursery will:

- Review the employee's absence record to assess whether it is sufficient to justify dismissal.
- Consult the employee.
- Obtain up to date medical advice through the employee's GP and/or occupational health.
- Seek legal advice, where applicable.
- Advise the employee in writing as soon as it is established that termination of employment has become a possibility.
- Meet with the employee to discuss the options and consider the employee's views on continuing employment.
- Allow a right of appeal against any decision to dismiss the employee on grounds of long term ill health.
- Arrange a further meeting with the employee to determine any appeal.
- Following this meeting, inform the employee of the final decision.
- Act reasonably towards the employee at all times.

Any decision to terminate employment will be made by the nursery owner, making sure the capability procedure has been exhausted.

Occupational Health

The nursery reserves the right to ask an employee to attend an appointment with an occupational health advisor (for example, a consultant or GP) where it is necessary to seek an expert medical opinion on whether the employee can fulfil their job role, or whether any reasonable adjustments should be made.

The nursery will seek to engage the services of an independent occupational health advisor in situations where expert medical opinion is required.

Access to Medical Records

The Access to Medical Records Act 1988 gives individuals the right of access to medical records which have been prepared by a medical practitioner for employment purposes. The Act provides that:

- Employers must gain the consent of employees before requesting reports from medical practitioners.
- Employers must inform employees of their rights in respect of medical reports.
- The employee has the right of access to the report before the employer sees it, provided appropriate notification is given.
- The employer is responsible for notifying the medical practitioner that the employee wishes to have access.
- The employee may ask for a report to be amended or may attach a statement to the report.
- Having seen the report, the employee may wish to withhold consent to it being supplied.

Where the nursery requests further medical information about the health of an employee from a GP or specialist, or its own occupational health provider, the provisions of the Act will be followed.

Sick Pay

Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements. No payment will be made for the first three working days in a period of incapacity for work.

Serious Illness/Injury of an Employee's Immediate Family

This will be looked at on an individual basis. The nursery owner will agree with the employee a reasonable period of paid leave time initially, with additional unpaid leave if a significant amount of time off is required.

Death of a Member of an Employee's Immediate Family

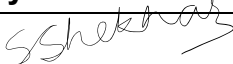
This leave applies on the death of an employee's spouse, life partner, parent, brother, sister, grandparent, dependant or other relative for whom the employee has special responsibility or has had special ties (see Bereavement Leave Policy).

Generally, the time off allowed will be at the nursery owner's discretion, but it is advisable to either:

1. Set a defined amount of paid/unpaid time, or
2. Remove this in its entirety and deal with the request under the emergency time off provisions of the Employment Rights Act 1996 (s.57a).

Death of a Child

If an employee experiences the death of a child under the age of 18, or suffers a stillbirth from 24 weeks of pregnancy, they will be entitled to two weeks' paid leave, subject to meeting the eligibility criteria of having been employed for at least 26 weeks (The Parental Bereavement Leave and Pay Act 2018).

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

75. Students

At One World Montessori Nursery, we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

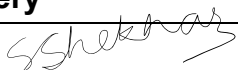
We expect all students to visit the nursery for an interview, followed by their student induction and nursery tour. At this time, students will have the opportunity to read and discuss relevant health and safety information, receive a copy of the nursery's policies and procedures, and sign their contract in readiness for their first day.

Within our nursery, we ensure that:

- All students apply for enhanced criminal records checks with the Disclosure and Barring Service (DBS) before their placements begin.
- All students are assigned to a senior member of staff, who will supervise their work and explain the health, safety and fire requirements of the nursery.
- Students are supervised at all times and are not left alone with children. They will only change nappies if the manager is satisfied that they are competent, responsible and know the children well enough to do so under close supervision.
- Students are supported to understand policies and procedures, including Safeguarding/Child Protection, Health and Safety, Equal Opportunities, Confidentiality, and Whistleblowing Policies.
- During the student's placement, the nursery manager will meet with the student's tutor to give feedback about their progress.
- Students are offered support and guidance throughout their placement, and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities.
- An accurate evaluation of ability and performance for both students and training providers is given. The nursery will support students who are experiencing difficulties with action plans if needed.
- To maintain parent partnerships, parents are informed when students are present in the nursery, for example, via the weekly newsletter.
- Students understand that they must adhere to the same codes of conduct as permanent staff, including time-keeping and dress codes.
- Students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff/child ratios. This will be at the discretion of the manager, and will only be

considered when the manager is satisfied that the student or apprentice is competent and responsible.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

76. Young Worker Policy

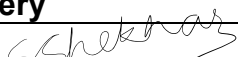
At One World, we support young workers and apprentices, as we foster and shape the workforce of the future. At times, there may be students on placement within the nursery. The EYFS 2021 sets out the requirements for young people working in a childcare setting, and we will adhere to these requirements at all times.

Students on long term placements and apprentices (aged 16 or over) and volunteers (aged 17 or over) will be monitored and assessed so we can determine their levels of competence. If we believe they are suitable, and that they are demonstrating the high levels of competence and responsibility we expect from our staff, we will consider including them in our staff ratios.

Any young person in the setting under the age of 18 is considered a child by law. As such, we will be mindful of safety, and provide each young person with a mentor to support their well-being. Any safeguarding concerns will be dealt with in accordance with our Safeguarding/Child Protection Policy.

Within our nursery we expect our young staff to:

- Read, understand and adhere to all policies.
- Declare any reasons why their suitability to work with children may change during their placement.
- Share any safeguarding concerns they may have with their mentor or the DSL.
- Maintain a high standard of work, behaviour, appearance and attendance.
- Undertake a full induction conducted by the nursery.
- Complete all tasks to keep up to date with any coursework.
- Ensure that the nursery is a safe and secure environment for all children at all times, and report any issues as they arise.
- Help with the day to day running of the nursery by undertaking tasks as determined by the room leaders and management team.
- Take part in staff meetings and all staff training as required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

77. Volunteers Policy

At One World Montessori Nursery, we recognise the immense benefits that volunteers bring to childcare settings.

Status of Volunteers

A volunteer is not an employee and will not have a contract of employment with the nursery. We will however insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for children. Volunteers will be supervised at all times.

Enhanced Disclosure and Barring Service (DBS) Checks

Suitability checks will be carried out for volunteers in the same way as for paid employees. These will include right to work and enhanced criminal record checks with the Disclosure and Barring Service. They will also include reference checks. All checks will be carried out before any volunteer starts work at the nursery.

Training

We will provide all training and support to enable the setting to make best use of the volunteer's time, and to ensure that the experience is rewarding for the volunteer.

Policies and Procedures

Volunteers are expected to comply with the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality


Volunteers must not disclose information about the nursery, staff, children or families, and must adhere to the Confidentiality Policy at all times.

Volunteer's Induction Pack

On commencing their voluntary work at the nursery, volunteers will be given a pack containing:

- General information about the nursery.
- A confidentiality statement, which they must read, sign and return to the nursery manager.
- The nursery's policies and procedures, including the Volunteers Policy.

During the induction period, the nursery manager will read through and discuss the policies and procedures with the volunteer to ensure that the volunteer has understood them.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

78. Whistleblowing Policy

At One World Montessori Nursery, we expect our staff, students and volunteers to be professional at all times, and to hold the welfare and safety of every child as their paramount objective. If, at any time, a staff member, student or volunteer has information to suggest that children's welfare and safety might be at risk, they must follow the procedure as set out below.

Legal Framework

The Public Interest Disclosure Act 1998, commonly referred to as the 'Whistleblowing Act', amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. On 25 June 2013, there were some legal changes to what constitutes a qualifying disclosure.

A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that any of the below acts are being, have been, or are likely to be committed:

- A criminal offence.
- A miscarriage of justice.
- An act creating risk to health and safety.
- An act causing damage to the environment.
- A breach of any other legal obligation, or concealment of any of the above.
- Any other unethical conduct.
- An act that may be deemed as radicalised, or a threat to national security.

Qualifying disclosures made before 25 June 2013 must have been made 'in good faith', but when disclosed, did not necessarily have to have been made 'in the public interest.' Disclosures made after 25 June 2013 do not have to be made 'in good faith'; however, they must be made in the public interest. This is essential when assessing a disclosure made by an individual.

The Public Interest Disclosure Act has the following rules for making a protected disclosure:

- You must believe it to be substantially true.
- You must not act maliciously or make false allegations.
- You must not seek any personal gain.

It is not necessary for an individual to have proof that such an act is being, has been, or is likely to be committed; a reasonable belief is sufficient.

Disclosure of Information

If, at any time, a staff member, student or volunteer at One World Montessori Nursery becomes aware of information that indicates (in their reasonable belief) that

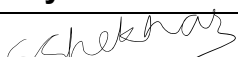
a child is at risk of danger, they **MUST** disclose this information in accordance with the guidance set out in the Whistleblowing Policy. They must also disclose any reasonable belief that one or more of the following may be happening:

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (for example, EYFS, Equalities Act 2010).
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be endangered.
- That the environment has been, is being, or is likely to be damaged.
- That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed.

Disclosure Procedure

- Where a staff member, student or volunteer reasonably believes that one or more of the circumstances listed above has occurred, they should promptly disclose their concerns to the nursery manager so that appropriate action can be taken. If it is inappropriate to make such a disclosure to the manager (i.e. because it relates to the manager) they should speak to the nursery owner.
- No staff member, student or volunteer will suffer any detriment of any sort for making such a disclosure.
- All disclosures or concerns raised will be treated seriously, dealt with promptly and confidentially, and followed through in a detailed and comprehensive manner.
- If any employee victimises another person who has made a disclosure, takes action to deter another person from disclosing information or makes malicious allegations in bad faith, the employee will be subject to potential disciplinary action. This may result in the employee's dismissal.
- Failure to report serious matters will also be investigated, and potentially lead to disciplinary action. This may also result in dismissal.
- Any employee who inappropriately deals with a whistleblowing issue (for example, by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct, which could lead to dismissal.

At One World Montessori Nursery, all staff, students and volunteers are provided with contact information for the LADO, the local authority children's social care team and Ofsted. If they cannot talk to anyone within the nursery about their concerns, they **MUST** report to the appropriate authority.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

79. Complaints Procedure

At One World Montessori Nursery, we endeavour to provide the highest quality of care and education for our children and families, and we believe that all parents should be treated with care, courtesy and respect.

We hope that parents are happy and satisfied with the quality and service provided by the nursery, and we encourage parents to voice their appreciation to the staff and/or management team. We record all compliments and share these with staff.

We welcome any suggestions from parents about how we can improve our services, and we will give prompt and serious attention to any concerns that parents may have. All concerns will be dealt with professionally and thoroughly to ensure the welfare of children, enable ongoing cooperative partnership with parents and continually improve the quality of the nursery. We anticipate that most concerns will be resolved quickly. However, if an informal approach does not achieve the desired result, or if the matter is not appropriate for an informal process, we have a clear formal procedure for dealing with concerns.

Internal Complaints Procedure

Stage 1

If any parent has a concern that can be dealt with informally, they should discuss the concern with the child's key worker or room leader. The key worker or room leader will work with the parent to clarify the issue, investigate it if necessary, and then take action where appropriate to resolve it.

Stage 2

If the issue remains unresolved, or if the parent feels the outcome is unsatisfactory, a formal written complaint should be made to the nursery manager. The manager will investigate the complaint and report back to the parent within five days. The complaint will be documented, with a record of the actions taken and the outcome in relation to it, in the complaints' record.

Stage 3

If the matter is still not resolved, a meeting between the manager, parent and nursery owner will be convened. Every attempt will be made to reach an outcome that the parent considers satisfactory. A record of the meeting will be made and signed by all parties, with any actions documented.

Stage 4

If the matter cannot be resolved to the parent's satisfaction, then the parent has the right to contact Ofsted. Parents at the nursery are made aware that they can raise concerns with Ofsted at any time, including at all stages of the Complaints Procedure. Ofsted is the registering authority for nurseries in England. All complaints

that suggest a provider may not be meeting the requirements of registration will be investigated and risk assessed by Ofsted. Where it is believed that the provider is not meeting the requirements of registration, Ofsted will carry out an inspection visit without notice.

Record of Complaints

A record of complaints will be kept in the nursery. Each entry will register the name of the complainant, the nature of the complaint, the date and time the complaint was received, the outcome of any investigation and the action(s) taken. The record of complaints will be made available to Ofsted on request.

Contact Details for Ofsted

Ofsted can be contacted by telephone, email or post:

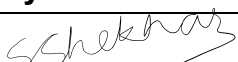
Email: enquiries@ofsted.gov.uk

Telephone: 0300 123 1231

Post:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

If the nursery receives notification that an Ofsted inspection will be carried out, parents will be informed. Following the inspection, parents will be provided with a copy of the Ofsted report.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

80. Disciplinary Procedure

At One World Montessori Nursery, we fulfil our legal obligations as an employer at all times, including dealing with any disciplinary matter in a fair and consistent manner.

Legal Obligations

Our legal obligations as an employer are detailed in the ACAS Code of Practice on Disciplinary and Grievance Procedures (2015). The ACAS Code of Practice was introduced in April 2009 and updated in 2015. A full copy of the Code and the accompanying guidance can be obtained from the ACAS website, www.acas.org.uk. We note that a failure to follow the ACAS Code of Practice does not in itself make an organisation liable to formal proceedings at an employment tribunal, but failure to follow the Code may result in an increase of any compensation award by up to 25%.

Objectives and Guiding Principles

The objective of this procedure is to set out the standards of conduct expected of all staff, and to provide a framework within which we can work with staff to maintain satisfactory standards of conduct and encourage improvement where necessary.

It is our policy to ensure that any disciplinary matter is dealt with fairly and consistently. We will take all steps necessary to establish the facts and to give employees the opportunity to respond before taking any formal action.

This procedure does not form part of any employee's contract of employment, and it may be amended or varied at any time. The procedure applies to all employees regardless of length of service.

Minor conduct issues can often be resolved informally between the employee and the nursery manager. All discussions should be held in private and without undue delay whenever there is a cause for concern. Where appropriate, a note of any such discussion may be held on the employee's personnel file but will be ignored for the purpose of future disciplinary issues.

Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate due to the serious nature of the allegation against the employee.

The employee will not normally be dismissed for a first act of misconduct, unless it is decided that the act amounts to gross misconduct, or the employee has not yet completed their probationary period.

Disciplinary Process

Our aim is to deal with disciplinary matters sensitively and fairly. All employees must treat all information in connection with the Disciplinary Procedure and its investigation as confidential.

Where there has been a serious allegation of misconduct and/or there are concerns about the employee's capability, we aim to establish the facts quickly. No disciplinary action will be taken until the matter has been fully investigated. The employee will be informed if a formal complaint is made against them, and if necessary, they may be suspended on full pay pending the outcome of the investigation.

Stage 1: Investigation

- The nursery manager will investigate any allegations/concerns quickly and thoroughly to establish whether a disciplinary hearing should be held.
- The purpose of any investigation is to establish a balanced view of the facts relating to the allegations against the employee. The length of the investigation will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from the employee and any witnesses, and/or reviewing relevant documents.
- Investigation interviews are solely for the purpose of fact finding, and no decision will be made until after the disciplinary hearing.
- The employee will not normally be allowed to bring a companion to an investigation interview. However, in exceptional circumstances, we may allow the employee to bring a work colleague or trade union representative.
- If the investigation leads us to reasonably believe that there are grounds for disciplinary action, we will write to the employee, outlining the allegations against them, the basis of the allegations and the potential consequences. We will then invite the employee to a disciplinary hearing to discuss the matter. The employee will be sent any copies of evidence which may be referred to in the hearing (for example, witness statements or meeting minutes).

Suspension

- If we believe that the employee may be guilty of serious misconduct, the employee will be suspended on full pay.
- Any such suspension will last only until an investigation can be carried out, and a disciplinary hearing convened.
- Any such period of suspension will not be a punishment, nor will it imply that any decision has been made about the employee's case.

Stage 2: Invite to Disciplinary Hearing

- A disciplinary meeting will be held to discuss the allegations. The employee will have the right to bring a companion to the meeting. A companion may be a work colleague or trade union representative. The employee must inform the nursery manager prior to the meeting who their chosen companion is. If their companion is unreasonable, for example, if there is a conflict of interest, the nursery manager may require the employee to choose someone else.
- If the employee or their companion is unable to attend the meeting, the employee should inform the nursery manager immediately, and an alternative time and date will be arranged wherever possible. The employee must make every effort to attend the meeting. Failure to do so without good cause may be treated as misconduct in itself.

Disciplinary Hearing

- During the meeting, the nursery manager will put forward the allegations against the employee and the evidence that has been collated. The employee will be given the opportunity to state their case and call any relevant witnesses.
- The disciplinary meeting may be adjourned if further investigations need to be carried out.
- The employee will be notified of the hearing decision in writing, usually within seven working days.
- If the employee persistently fails to reply to invitations, or persistently fails to attend the arranged hearing without good cause, the hearing may be carried out in the employee's absence. In this event, the employee will receive notification of the decision in writing and will retain the right to appeal.

Appeal

- The employee will be given the opportunity to appeal the decision. If the employee chooses to appeal, the full grounds for doing so must be stated in writing, and the letter must be sent to **NICOLA GREER** within five working days from the date the employee received notification of the decision.
- The appeal meeting will be conducted impartially by the nursery owner.
- The employee will be allowed to bring a companion to the appeal hearing. This may be a work colleague or trade union representative.
- The appeal hearing may be adjourned if further investigations need to be carried out. In this event, the employee will be given reasonable opportunity to consider any new information before the hearing is reconvened.
- The employee will be notified of the final decision in writing, usually within five working days of the appeal hearing.
- There is no legal right to appeal beyond this stage.

Disciplinary Penalties

In the event of a less serious offence, the employee may receive a verbal warning. This warning will be recorded, and a copy maintained in the employee's personnel file, with a time scale for improvement.

The usual penalties for misconduct are set out below. No penalty will be imposed without a hearing. We aim to treat all employees fairly and consistently, and a penalty imposed on another employee for a similar offence will be taken into account. However, this should not be treated as a precedent. Each case will be assessed on its own merits.

The employee will not normally be dismissed for a first act of misconduct, unless it is decided that the act amounts to gross misconduct, or the employee has not yet completed the probationary period.

First Written Warning

A first written warning will usually be appropriate for a first act of misconduct where there are no other active written warnings on the employee's disciplinary record.

Final Written Warning

A final written warning will usually be appropriate for:

- Misconduct where there is already an active written warning on the employee's record.
- Misconduct considered serious enough to warrant a final written warning, even though there are no active warnings on the employee's record.

Dismissal

Dismissal will usually only be appropriate for:

- Any misconduct during the employee's probationary period.
- Further misconduct where there is an active final written warning on the employee's record.
- Any act of gross misconduct, regardless of whether there are active warnings on the employee's record. Gross misconduct will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal). Examples of gross misconduct are set out below.

Levels of Authority

The nursery manager has the authority to suspend an employee pending investigation. Only the nursery owner has the authority to dismiss an employee.

Gross Misconduct

In the case of gross misconduct, the nursery reserves the right to dismiss an employee without notice (or payment in lieu of notice) if the management team are satisfied that there is sufficient justification for this.

Duration of Warnings

Under normal circumstances, warnings will be valid for the following time periods:

- Verbal warning – six months.
- First written warning – six months.
- Final written warning – 12 months.

On expiry, warnings will be disregarded for future disciplinary purposes.

The duration of warnings may vary according to the nature of the occurrence, and on some occasions may therefore be determined, by mutual agreement, at the time of issue.

Alternatives to Dismissal

In some cases, and at the nursery owner's discretion, alternative measures to dismissal may be considered. Such measures might include:

- Demotion/loss of seniority.
- Change to job role.
- A period of suspension without pay.

Where any alternative measure to dismissal is agreed, the employee will be given a final written warning.

Examples of Gross Misconduct

Examples of gross misconduct offences include:

- Failure to inform the employer of a disqualification, either in respect of the employee, or of a person living in the same household as the employee.
- Theft or the unauthorised possession of property belonging to the nursery, its employees or customers.
- Assault on any employee or person associated with the nursery.
- Breach of confidence, i.e. the disclosure of confidential information relating to the nursery, its employees or clients.
- Dishonesty, including the use of any funds, expenses or allowances for any other purpose than that for which they have been delegated by the nursery.
- Being under the influence of drugs or alcohol whilst on duty.
- Serious or persistent breaches of safety rules.
- Fraud, including falsification of work records and expense claims.
- Falsifying time sheets and/or signing in or out for another employee.
- Physical assault/punishment or abuse towards a child, for example, hitting a child in chastisement and/or threatening the use of corporal punishment which could adversely affect a child's well-being.
- Discrimination/harassment against any person associated with the nursery.
- Persistent failure to follow management systems and procedures.
- Unauthorised absence from work/unacceptable attendance levels.
- Obscene language or other offensive behaviour.
- Negligence in the performance of duties.

Further behaviour that could constitute gross misconduct is not limited by the above list.

Examples of Misconduct


Examples of misconduct offences include:

- Minor breaches of nursery policies, including the Sickness Absence Policy, Mobile Phone, Smartwatches and Social Networking Policy, and Health and Safety Policies.
- Minor breaches of the contract of employment.

- Minor damage to, or unauthorised use of, nursery property.
- Poor timekeeping.
- Time-wasting.
- Refusal to follow instructions.
- Excessive use of nursery telephones for personal calls.
- Excessive personal email or internet usage.
- Smoking in no smoking areas.

Some of the misconduct offences above may, dependent upon circumstances, also be classed as gross misconduct offences.

As an organisation, we take our legal responsibilities for the health and safety of our staff and children very seriously. As such, we expect all employees to abide by all government recommendations, laws and guidelines, both at work and in their private lives. Any breaches of government guidelines will be dealt with in accordance with the Disciplinary Procedure, and they may also be treated as misconduct.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

81. Bereavement

At One World Montessori Nursery, we recognise that children and their families may experience grief, and the loss of close family members, friends or pets. We understand that such losses will be not only difficult for families, but also confusing for young children, especially where children have little or no understanding of why their parents are upset, and why the person or pet is no longer around. We aim to support both children and their families, and will adapt the below procedure in accordance with a child's individual needs:

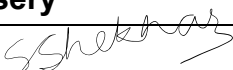
- We ask that parents inform us as soon as they feel able to, following the loss of a family member or pet. This will enable us to support both the child and the family wherever we can, and help us to understand any potential changes in the behaviour of a child who is grieving a loss.
- The nursery manager will talk with the family to ascertain what support the nursery can offer. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation.
- The child may need extra support or one-to-one care during this difficult time. We will adapt our staffing arrangements, so the child is fully supported by the most appropriate member of staff.
- We will be as flexible as possible to adapt the sessions the child and family may need during this time.

We also recognise that there may be occasions when the nursery team is affected by the death of a child or member of staff. Below are some agencies which may offer further support in such an event:

- The Samaritans: www.samaritans.org 116 123
- Priory: www.priorygroup.com 0800 691 1481
- Child Bereavement UK: www.childbereavementuk.org 01494 568 900
- Cruse Bereavement Care: <https://www.cruse.org.uk/> 0808 808 1677
- British Association of Counselling: www.bacp.co.uk
- SANDS: www.sands.org.uk

Death of a Child

If an employee experiences the death of a child under the age of 18, or suffers a stillbirth from 24 weeks of pregnancy, they will be entitled to two weeks' paid leave, subject to meeting the eligibility criteria of having been employed for at least 26 weeks. Ongoing support will be provided, including making reasonable adjustments on the employee's return to work.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

82. No Smoking/Vaping Policy

At One World Montessori Nursery, we are committed to promoting children's health and well-being. This is of the upmost importance for the nursery.

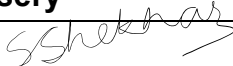
Both cigarettes and electronic cigarettes are a health risk, and in accordance with legislation, the nursery operates a strict No Smoking/Vaping Policy within its buildings and grounds. All persons must abstain from smoking/vaping while on the nursery premises. This applies to staff, students, volunteers, parents, contractors and any other visitors to the nursery.

Staff accompanying children on outings away from the nursery are not permitted to smoke/vape. We also request that any parents accompanying children on outings refrain from smoking/vaping.

Staff must not smoke/vape while wearing nursery uniform, as it is essential that staff members are positive role models for children and promote a healthy lifestyle. If staff choose to smoke/vape during breaks, they must change clothing and smoke/vape away from the main entrance/nursery premises.

We respect that smoking/vaping is a personal choice; however, as an organisation, we support healthy lifestyles. We follow Public Health England advice, and aim to help staff and parents to stop smoking/vaping by:

- Providing factsheets and leaflets.
- Providing information of local help groups.
- Providing details of the NHS helpline – <https://www.smokefree.nhs.uk>
- Offering information about products that are available to help stop smoking.
- Offering in-house support.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

83. Alcohol and Substance Misuse

At One World Montessori Nursery, we are committed to taking all necessary steps to keep children safe from harm. This includes making sure that children are not exposed to adults who are under the influence of alcohol or other substances that may affect their ability to care for them.

This policy has been written in accordance with the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971. It should be read in conjunction with the Safeguarding/Child Protection Policy, Disciplinary Procedure and Suitability of Staff Policy.

Alcohol

Under the Health and Safety at Work Act 1974, employers have a legal responsibility to provide a safe working environment for all their employees.

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave the premises immediately. Any staff member under the influence of alcohol while at nursery will be suspended, pending investigation. Such an event may lead to dismissal. It is possible to still be under the influence of alcohol the day after the night before, and staff should be mindful of this when starting work.

If a parent arrives at the nursery to collect a child while under the influence of alcohol, the nursery manager/DSL will follow the Safeguarding/Child Protection Procedure. If anyone arrives in a car while under the influence of alcohol, the police will be contacted.

Substance Misuse

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance that might affect their ability to care for children, will be asked to leave the premises immediately. Any staff member who is at nursery while under the influence of illegal drugs or any other substance will be suspended, pending investigation. Such an event may lead to dismissal.

If a parent arrives at the nursery to collect a child while under the influence of illegal drugs, the nursery manager/DSL will follow the Safeguarding/Child Protection Procedure.

If anyone on the nursery premises is suspected of being in possession of illegal drugs, or if they are driving or may drive when under the influence of illegal drugs, the police will be contacted.

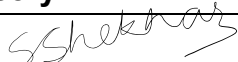
If a member of staff is taking medication that may affect their ability to care for children, they must seek medical advice and inform the nursery manager as soon as possible so a risk assessment can be carried out. This will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

All medication on the premises will be stored securely, and out of reach of children at all times.

Suspensions/Concerns About Alcohol or Drug Misuse

If there are concerns that a staff member may have an issue with alcohol or drugs (either from observations, including poor performance, changes in behaviour and/or appearance, etc.), but there is no evidence that the staff member is, or has been, under the influence of alcohol or drugs during working hours, the nursery manager will ask the staff member to attend a meeting to discuss the concerns.

Support and referral to appropriate services may be offered to the staff member if considered appropriate. The staff member will be reminded of the Disciplinary Procedure that will apply if they attend work under the influence of drugs or alcohol. Confidentiality will be maintained at all times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

84. Anti-Bribery Policy

Legislation

The Bribery Act 2010 allows for an offence to be committed by an organisation that fails to prevent persons associated with it from committing bribery on its behalf.

At One World Montessori Nursery, we endeavour to ensure that we have procedures in place that are proportionate to the bribery risks we face. It is our policy to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption, and we are committed to acting professionally, fairly and with integrity at all times. We are also committed to implementing and enforcing effective systems to counter bribery.

Bribes

Bribes are financial or other advantages offered or given:

- To any person to persuade them to perform their duties improperly, or to reward them for doing so.
- To any public official with the intention of influencing the official in the performance of his or her duties.

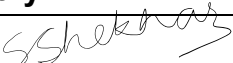
Gifts and Hospitality

A 'gift' is defined as any item (including cash and goods) or any service offered for personal benefit at no cost, or at a cost that is less than the item or service's commercial value. At One World Montessori Nursery, the following question must always be considered whenever a gift is offered:

Is it appropriate to accept the gift?

Parents may wish to thank nursery staff by presenting them with Christmas gifts, or gifts when a child moves rooms or leaves the nursery. This is perfectly understandable. Each staff member must decide whether to accept a particular gift or share it with the wider team. If in any doubt, the nursery owner should be consulted. Any gift which has a value that is clearly in excess of £25, must always be brought to the attention of the nursery owner.

The nursery will not accept gifts from service providers, as such gifts may be viewed as bribes.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

85. Grievance Procedure

At One World Montessori Nursery, we believe that grievances should be settled quickly, fairly and informally, wherever possible. Where it is not possible for grievances to be resolved informally, staff should follow the guidance set out below.

Legal Obligations

Our obligations as an employer are detailed in the ACAS Code of Practice on Disciplinary and Grievance Procedures (2015). The ACAS Code of Practice was introduced in April 2009 and updated in 2015. A full copy of the Code and the accompanying guidance can be obtained from the ACAS website, www.acas.org.uk. We note that a failure to follow the ACAS Code of Practice does not in itself make an organisation liable to formal proceedings at an employment tribunal, but failure to follow the Code may result in an increase of any compensation award by up to 25%.

Objectives and Guiding Principles

We recognise that an employee needs to feel that his or her grievance has been fully investigated, and that the process has been fair. The employee also needs to understand the reasons for any decision made by the panel who heard their grievance. The employee should be given the opportunity to appeal against the decision, and the appeal should be considered by someone who is able to take a fresh and independent look at the issue.

ACAS advocates the use of mediation to resolve grievances to maintain good working relationships and resolve issues within the workplace. We may decide to use such mediation where appropriate, using ACAS support and guidance.

The Grievance Procedure applies to all employees at One World Montessori Nursery, regardless of their length of service. It may be amended at any time, and we may depart from it depending on the circumstances of any case.

We believe that all employees should be treated fairly and with respect. We encourage employees to seek to resolve grievances informally wherever possible, as most differences can be settled quickly through discussion. If a grievance cannot be resolved informally, the employee should follow the process set out below.

Grievance Process

Stage 1: Making a Grievance

- A grievance should be made in writing and sent to the nursery manager.
- This written statement will form the basis of any investigation and the subsequent hearing, so it is important that it sets out clearly the nature of the grievance and the names of any individuals involved. It should also indicate the outcome that the employee is seeking. If the grievance is unclear, the employee may be asked to clarify their complaint before the grievance hearing takes place.

- If the complaint relates to an issue with the nursery manager, the grievance should be sent to the nursery owner.
- All allegations will be fully investigated prior to the grievance hearing. Any evidence gathered during the investigation will be sent to the employee in advance of the hearing. In exceptional circumstances, evidence given by individuals may have to remain confidential. Where confidentiality is necessary, a summary of the evidence will be given to the employee.

Stage 2: Grievance Hearing

The hearing will be held as soon as possible following any investigation. It will be organised by the nursery manager, who will set up a panel to consider the evidence presented. The employee will be entitled to bring a companion to the hearing if they make a reasonable request to do so. Any request must be made in advance of the hearing, and the nursery manager must be provided with the name of the chosen companion, who may either be a trade union representative or a work colleague.

The employee must ensure that they attend the hearing where possible. If they are unable to attend because of circumstances beyond their control, they must inform the nursery manager as soon as possible, so another meeting can be arranged. If the employee fails to attend the hearing without explanation, the hearing may take place in their absence.

During the hearing, the employee will be given the opportunity to set out their complaint. Explanations should focus on the complaint and not on irrelevant issues. The nursery manager will tell the employee if they believe the key issues are not being focused on. They may also set a reasonable timeframe for the hearing; this will be determined by the nature and complexity of the complaint.

The employee will be informed in writing of the outcome of the hearing within five working days. If the employee is dissatisfied with the outcome, a formal appeal should be made in writing within five working days of the date on which they received the panel's decision.

Stage 3: Appeal

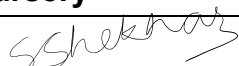
A hearing will be held within 14 working days of the nursery owner receiving any appeal. The nursery owner will hear the appeal, and the employee will have the right to be accompanied by a work colleague or trade union representative.

The outcome of the appeal hearing will be confirmed in writing, usually within seven working days. There will be no further right of appeal.

Grievances Linked to Disciplinary Matters

Any complaint that an employee has about disciplinary action taken against them will be dealt with as an appeal under the Disciplinary Procedure. Grievances raised while employees are subject to disciplinary proceedings will usually be heard when the disciplinary process has been completed.

If a grievance has any bearing on the disciplinary proceedings, it will be dealt with as part of the disciplinary hearing or disciplinary appeal, as appropriate.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

86. Environmental Sustainability Policy

At One World Montessori Nursery, we endeavour to support children to learn about sustainable practices, and to foster respect and care for the living and non-living environment.

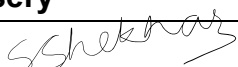
Children can develop positive attitudes and values about sustainable practices by exploring solutions to environmental issues, learning about the world around them and how to protect it. We promote holistic, open-ended play, where children develop ideas and practices for environmental sustainability by:

- Experiencing learning outdoors in weekly environmental education sessions at Loris Community Gardens and Holland Park Ecology Centre (Forest School).
- Exploring nature through art and play.
- Experiencing the natural environment through natural materials like wood, stone, sand and recycled materials.
- Growing and nurturing plants, and growing, harvesting, and cooking food.
- Learning about water conservation, energy efficiency and waste reduction through play-based activities and adult interactions.
- Learning how to care for the planet, for example, by recycling materials and walking to nursery.

We endeavour to embed sustainability into all aspects of our practice, including:

- Recycling materials for art and creative activities and encouraging parents to bring in their recycling materials for the same use.
- Considering our carbon footprint when purchasing materials.
- Shopping locally wherever possible.
- Turning off equipment and lights when not in use.
- Not leaving any equipment on standby.
- Unplugging all equipment at the end of its use/the day.
- Using energy saving wash cycles on the washing machine.
- Composting food waste.
- Incorporating water-wise strategies, such as ensuring that taps are turned off and leaks fixed promptly.
- Recycling water from children's water play to water plants outside.

At One World Montessori Nursery, we are mindful of our collective responsibility to help make the environment a better place for our future generations. We assess our nursery's impact on the environment and put procedures in place to counteract this impact.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

Section VI – Technology, Media & Data

87. Data Protection and Confidentiality Policy

At One World Montessori Nursery, we hold sensitive/confidential information about children and their families, and the staff we employ. All information is shared on a need-to-know basis and treated in confidence.

This policy works alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018.

Legal Requirements

- We operate in accordance with the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 and all accompanying regulations.
- We follow the requirements of General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

In accordance with General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000, the nursery has notified the Information Commissioner's Office (ICO) of its data processing activities. The nursery's organisation name is '**Regal Childcare**' (t/a One World Montessori Nursery), and its registered address is 56 Minford Gardens, London, W14 0AW. The ICO registration number is **Z9386840**.

Data Protection Procedure

We respect the privacy of children and their families, and of the staff we employ by:

- Storing confidential records (including all information and records relating to children, staff, students and volunteers) securely, and restricting access to them.
- Ensuring all staff, students and volunteers understand the importance of the need to protect the privacy of the children in their care, including the legal requirements to ensure that information relating to children is handled in a way that maintains confidentiality. Information about children and families **MUST NOT** be shared outside the nursery, other than with relevant professionals on a need-to-know basis. Any breach of confidentiality provisions may result in disciplinary action, and in serious cases, dismissal.
- Ensuring that parents have access to files and records relating to their own children, except where relevant professionals, such as the police or local authority children's social care team have recommended that access should

not be permitted. Under no circumstances will a parent have access to files and records relating to another person's child.

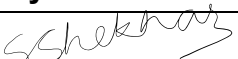
- Ensuring that staff do not discuss personal information shared by parents with other members of staff, except where there are safeguarding/child protection concerns, and/or where the information affects planning for the child's needs.
- Ensuring all staff, students and volunteers are aware of and follow our Social Networking Policy in relation to confidentiality.
- Ensuring that any personnel issues remain confidential to the people directly involved.
- Ensuring that any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a need-to-know basis. If a child is considered to be at risk, our Safeguarding/Child Protection Policy will **ALWAYS** override confidentiality.

All the above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) Compliance

We meet our requirements under General Data Protection Regulation (GDPR) by:

- Ensuring our Terms and Conditions and Privacy and Consent Notices are easily accessible/made available in accurate and easy to understand language.
- Ensuring that everyone in our nursery understands that individuals have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

88. GDPR Privacy Notice

At One World Montessori Nursery, we are committed to protecting the privacy and security of the personal information we hold about the individuals who use our services, including children and parents, as well as those we employ and train, including staff, students and volunteers. This Privacy Notice describes how we collect and use personal information in accordance with General Data Protection Regulation (GDPR).

One World Montessori Nursery is a 'data controller'. This means we are responsible for deciding how we hold and use personal information. We are required under data protection legislation to notify parents and all staff, students and volunteers of the information contained in the Privacy Notice.

The Privacy Notice applies to children, parents, staff, students and volunteers. It does not form part of any contract of employment or other contract to provide services.

It is important that the Privacy Notice is read and retained so all relevant parties are aware of how and why we are using information, and what their rights are under data protection legislation.

Data Protection Principles

We comply with data protection law, which confers that the personal information we hold must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that have been clearly explained, and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have provided an explanation for, and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have provided an explanation for.
- Kept securely.

Personal Data: Definition

Personal data, or personal information, is any information about an individual from which the individual can be identified. This does not include data where an individual's identity has been removed (anonymous data).

Personal Data: Staff, Students and Volunteers

We collect, store, and use the following categories of personal information about each staff member, student or volunteer at the nursery:

- Personal contact details, including name, title, address, telephone number(s) and personal email address.
- Date of birth.
- Gender.
- Marital status.
- Next of kin.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, pension and benefits information.
- Start date and/or date of continuous employment.
- Copy of driving licence, passport and/or national identity card (where applicable).
- Recruitment and vetting information (including application forms, right to work documentation, references, qualifications and any other information submitted as part of the job application process).
- Employment records (including work history, training, performance, disciplinary and grievance information).
- Records of any reportable death, injury, disease or dangerous occurrence.
- Images recorded by the nursery's CCTV system.

We also collect, store and use the following 'special categories' of more sensitive personal information:

- Information about the individual's health, including any medical condition or disability, as well as:
 - records relating to any decision for an employee to leave employment, where the reason for leaving is determined to be ill-health, injury or disability;
 - details of any absences (other than holidays) from work.

Personal Data: Children

We collect, store, and use the following categories of personal information about each child at the nursery:

- Name.
- Date of birth.
- Home address.
- Dietary requirements/details of any allergies.
- Attendance information.
- Photographs for newsletters and general display purposes.
- Images recorded by the nursery's CCTV system.
- Emergency contact details.
- Records of any reportable death, injury, disease or dangerous occurrence.
- Observation, planning and assessment records in the form of summative reports and a learning journal. This contains written comments/observations and photographs documenting the child's progress, as well as personal details (for example, the child's name and date of birth).

We also collect, store and use the following 'special categories' of more sensitive personal information, including:

- Information about the child's race or ethnicity, spoken language, nationality and religion.
- Information about the child's health, including any medical condition or special educational need and/or disability.
- Accident, incident and pre-existing injury records.
- Safeguarding records (where applicable), including child protection referral forms/case notes/chronologies/reports, etc.

Personal Data: Parents

In addition, we collect, store, and use the following categories of personal information about parents:

- Names.
- Dates of birth.
- Home and work addresses.
- Telephone numbers and personal email addresses.
- National Insurance numbers.
- Bank account details.

We also collect, store and use the following 'special categories' of more sensitive personal information:

- Information about a parent's race or ethnicity, spoken language and nationality.
- Information relating to the prevention of radicalisation or other aspects of the Prevent Strategy (where applicable).

How Personal Information is Collected: Staff, Students and Volunteers

We collect personal information about staff, students and volunteers during the recruitment process, either directly from candidates (via identity documents and application, health declaration and staff suitability forms) or sometimes from an employment agency, college or background check provider. We also collect additional information from third parties, including former employers or other background check agencies.

We collect additional personal information in the course of job-related activities.

How Personal Information is Collected: Children and Parents

We collect personal information about children and parents from the point at which a parent makes an enquiry about enrolling a child, to the time the child leaves the nursery.

How Personal Information is Stored

Original papers (hard copies) containing personal data are stored in a locked filing cabinet and are only accessible to the management team. We also store records electronically, using **eyMan and eyLog** (<https://eylog.co.uk>) nursery management and assessment software. Both systems have their own password-protected database, and all communication is encrypted with Secure Sockets Layer (SSL) technology. Data is stored on **Rackspace** (<https://www.rackspace.com>), a secure, cloud-based server, which has certification for compliance with ISO/IEC 27001.

We also use **MyConcern** (<https://www.thesafeguardingcompany.com/myconcern>), a web-based software system, to store safeguarding records. This is hosted by **Microsoft SQL Azure**.

Throughout the year, weekly newsletters give an overview of the week's activities in Lower and Upper Kindergarten. The information is published on the nursery website (<https://www.oneworldschools.info>) and images are held in directories on secure servers at the hosting company, **e4 Education**. These directories are password-protected.

Images for the newsletter are only captured on devices owned by the nursery. They are uploaded to the nursery's **Google Workspace** connected to the master Google account, admin@oneworldschools.info, which is password-protected. Google Workspace is certified compliant with ISO/IEC 27018. Once the images are uploaded to eyLog, Workspace or both, they are deleted permanently from the local devices.

How Information is Used

We only use personal information when the law allows us to. Most commonly, we use personal information in the following circumstances:

- Where we need to enforce the terms of a contract.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and an individual's interests and fundamental rights do not override those interests.

We may also use personal information in the following situation, which is likely to be rare:

- Where we need to protect an individual's interests (or someone else's interests).

Using Personal Information: Staff, Students and Volunteers

To comply with our legal obligations, we need all the categories of personal information we have listed. We use the information in the following circumstances:

- Where making decisions about recruitment.

- Where checking an individual's legal entitlement to work in the UK.
- Where paying an employee and deducting tax and National Insurance Contributions (NICs).
- Where enrolling employees in a pension arrangement in accordance with statutory automatic enrolment duties.
- Where liaising with the trustees or managers of a pension arrangement operated by a group company, a pension provider, or any other provider of employee benefits.
- Where administering a contract of employment.
- Where conducting performance reviews, managing performance, or determining performance requirements.
- Where assessing qualifications for a particular job or task, including decisions about promotion.
- Where gathering evidence for possible grievance or disciplinary hearings.
- Where making decisions about an employee's continued employment.
- Where assessing training and development requirements.
- Where dealing with legal disputes involving employees, including accidents at work.
- Where ascertaining an employee's fitness to work.
- Where managing sickness absence.
- Where complying with health and safety obligations.
- Where monitoring an individual's use of our information and communication systems to ensure compliance with our IT Policy.
- Where monitoring or reviewing CCTV footage for security or safeguarding purposes.
- Where monitoring equal opportunities.

Some of the above grounds for processing will overlap, and there may be several grounds which justify our use of an employee's personal information.

Using Personal Information: Children

We use children's personal data in the following circumstances:

- Where providing education services and assessing children's progress.
- Where providing information about children's learning, for example, by displaying photographic images in weekly newsletters.
- Where sharing information about children's progress.
- Where providing information to the local authority for funding purposes.
- Where determining children's eligibility for funding.
- Where sharing safeguarding/child protection concerns with the local authority children's social care team.
- Where sharing information with other professionals, for example, health visitors.
- Where sharing information with schools to facilitate children's progression to the next stage of education.
- Where monitoring attendance information.
- Where monitoring accident and pre-existing injury records.

- Where safeguarding children's welfare and providing appropriate pastoral (and where necessary, medical) care, for example, by sharing allergies information with kitchen staff.
- Where monitoring or reviewing CCTV footage for security or safeguarding purposes.
- Where providing Ofsted with access to records.

Using Personal Information: Parents

We use parents' personal information in the following circumstances:

- Where communicating information about children.
- Where providing information to the local authority for funding purposes.
- Where determining children's eligibility for funding.
- Where sharing safeguarding/child protection concerns with the local authority children's social care team.
- Where enforcing the terms of a contract, for example, to collect any fees owed.

Using Particularly Sensitive Personal Information

'Special categories' of particularly sensitive personal information require higher levels of protection. We use 'special categories' of personal information in the following circumstances:

- Where written consent has been obtained.
- Where we need to carry out legal obligations or exercise rights in connection with an employment matter.
- Where there is a public interest, such as for equal opportunities monitoring.

We may also process this type of information where it is needed in relation to legal claims or to protect the interests of an individual who is not capable of giving consent, or where the information has already been made public.

Particularly Sensitive Personal Information: Staff, Students and Volunteers

We use particularly sensitive personal information of staff, students and volunteers in the following circumstances:

- Where providing information relating to periods of absence, including sickness absence, to comply with employment and other laws.
- Where assessing the fitness of employees to work, providing workplace adjustments, managing sickness absence and administering benefits, including Statutory Maternity Pay (SMP), Statutory Sick Pay (SSP) and pension payments.
- Where monitoring equal opportunities.

Obtaining Consent

We do not need the consent of employees if we use 'special categories' of personal information to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach employees for their written consent to allow us to process particularly sensitive data. Employees should be aware that it is not a condition of their contract with the nursery that they agree to any request for consent.

Information About Criminal Convictions

We collect information about criminal convictions and offences during the recruitment process, when all applicants (staff, students and volunteers) are required to provide full details of any convictions, cautions and bind-overs, including those regarded as spent under the Rehabilitation of Offenders Act 1974, and any pending prosecutions. All applicants (staff, students and volunteers) are also required to declare if they, or anyone resident or working in their household, is subject to any order or restriction as set out in Section 1, or has been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2 and 3 of the Childcare (Disqualification) Regulations 2009.

This information is stored securely, and updated annually, when all staff, students and volunteers are required to make new declarations. We may also be notified of any changes to circumstances that affect an individual's suitability to work with children at any time.

In addition, we collect information about criminal convictions and offences by carrying out enhanced criminal record checks with the Disclosure and Barring Service (DBS) for all staff, students and volunteers, or by accessing the DBS Update Service to carry out status checks on enhanced DBS certificates. We record and store the dates of DBS checks, the numbers of DBS checks and the name of the body conducting DBS checks ('Capita').

We are allowed to use personal information in this way to carry out our legal obligations.

Data Sharing

At times, we may be required to share data with third parties, including third-party service providers. We share personal information with third parties in the following circumstances:

- Where we are required to do so by law.
- Where it is necessary to administer a working relationship.
- Where we have another legitimate interest in doing so.

We require third parties to respect the security of an individual's data and to treat it in accordance with the law.

Third-Party Service Providers

Third-party service providers include local authorities, regulatory bodies, schools, etc. Third-party service providers process personal information for the following purposes:

- Local authorities – to determine funding eligibility and monitor equality/diversity and the uptake of funded hours.
- Regulatory bodies – to ensure compliance with all relevant legislation, and the safety and welfare of children.
- Schools – to facilitate children's progression to the next stage of education.

All our third-party service providers are required to take appropriate security measures to protect personal information in accordance with the General Data Protection Regulation (GDPR).

Other Third Parties

We may share personal information with other third parties, for example, in the context of the possible sale or restructuring of the business. In this situation, we will, wherever possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share personal data with the other parties to the extent required under the terms of the transaction. We may also need to share personal information with a regulator or to otherwise comply with the law.

Data Retention

Details of retention periods for different aspects of personal information are available in our Retention Policy. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of the personal data, the purposes for which we process the personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances, we may anonymise personal information so that it can no longer be associated with an individual, thereby allowing us to use such information without further notice. Once an individual is no longer employed by the nursery, or in the case of a child, no longer attends the nursery, we will retain or securely destroy personal information in accordance with applicable laws and regulations.

An Individual's Duty to Provide Accurate Information

It is important that the personal information we hold is accurate and current. We must be kept informed if any personal information changes.

An Individual's Rights in Connection with Personal Information

Under certain circumstances, by law, an individual has the right to:

- Request access to personal information (commonly known as a 'data subject access request'). This enables the individual to receive a copy of the personal information we hold about them and to check that we are lawfully processing it.
- Request correction of the personal information that we hold. This enables the individual to have any incomplete or inaccurate information we hold about them corrected.
- Request erasure of personal information. This enables individuals to ask us to delete or remove personal information where there is no good reason for us to continue to process it. Individuals also have the right to ask us to delete or remove personal information where they have exercised their right to object to processing (see below).
- Object to processing of personal information where we are relying on a legitimate interest (or those of a third party) and an individual's particular situation makes them object to processing on these grounds. An individual also has the right to object where we are processing their personal information for direct marketing purposes.
- Request the restriction of processing of personal information. This enables individuals to ask us to suspend the processing of personal information about them, for example, if they want us to establish its accuracy or the reason for processing it.
- Request the transfer of personal information to another party. If an individual wants to review, verify, correct or request erasure of their personal information, object to the processing of personal data, or request that we transfer a copy of their personal information to another party, the nursery owner should be contacted in writing.

Right to Withdraw Consent

An individual has the right to withdraw consent for the collection, processing and transfer of their personal information for a specific purpose. If we receive notification that an individual has withdrawn consent, we will no longer process information for the purpose or purposes originally agreed to, unless we have a legitimate basis for doing so in law. To withdraw consent, please contact the nursery owner.

Complaints

We take any complaints about our collection, storage and use of personal data very seriously. To make a complaint, please contact the nursery owner/registered person/data protection officer. Alternatively, complaints can be made to the Information Commissioner's Office:

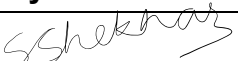
Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

Changes to the Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide a new Privacy Notice whenever any substantial updates are made.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

89. Online Safety Policy

At One World Montessori Nursery, we are aware of the dangers the internet can pose, and we endeavour to support children, staff and families to use the internet safely.

Keeping Children Safe in Education 2021 categorises online safety into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material.
- **Contact:** being subjected to harmful online interaction with other users.
- **Conduct:** personal online behaviour that increases the likelihood of or causes harm.

Within our nursery, we aim to keep children, staff and parents safe online by:

- Ensuring we have antivirus and anti-spyware software on all devices.
- Ensuring we have content blockers and filters on devices.
- Ensuring all devices are password-protected, and that passwords are kept safe and secure, changed regularly and not written down.
- Monitoring all internet usage across the setting.
- Providing secure storage of all nursery devices at the end of each day.
- Ensuring no social media or messaging apps are installed on nursery devices.
- Reviewing all apps or games downloaded onto devices to ensure they are age and content appropriate, and that they promote children's development.
- Using only nursery devices to record/photograph children in the setting.
- Reporting emails with inappropriate content to the Internet Watch Foundation (www.iwf.org.uk).
- Teaching children how to stay safe online and to report any concerns they have.
- Ensuring children are supervised when using internet-connected devices.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not; comparing people in real life situations to online 'friends'.
- When using Skype or Zoom, talking to children about what they would do if someone they did not know tried to contact them.
- Providing training for staff in online safety.
- Ensuring that staff model safe practice when using technology with children and adhere to our Acceptable IT Use Policy.
- Monitoring the nursery's digital reputation, including the appropriateness of information and content that we post online.
- Ensuring all electronic communication between staff and parents is professional and takes place via the official nursery communication channels, i.e. the setting's email address and telephone number. This is to protect staff, children and parents.
- Signposting parents to appropriate sources of support regarding online safety at home.

If any concerns arise relating to online safety, we will follow our Safeguarding/Child Protection Policy, and report all online safety concerns to the DSL. The DSL will ensure that:

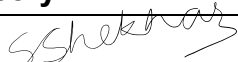
- All staff know how to report and when to escalate a concern, including the process for external referral.
- All concerns are logged, assessed and actioned in accordance with the Safeguarding/Child Protection Policy.
- Parents are supported to develop their knowledge of online safety issues.
- Parents are signposted to appropriate sources of support regarding online safety at home.
- Staff have access to information and guidance for supporting online safety.

Cyber Security

This paragraph should be read alongside the Data Protection and Confidentiality Policy, Acceptable IT Use Policy and GDPR Privacy Notice.

Good cyber security means protecting the personal or sensitive information we hold on children and their families in accordance with General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018. We are aware that cyber criminals will target any type of business. As such, all staff are reminded to back up sensitive data, use strong passwords and protect devices to ensure we are cyber secure.

To prevent any attempts of a data breach, when information held by a business is stolen or accessed without authorisation, no staff member with access to the nursery's email system will open any suspicious messages, including (but not limited to) messages about resetting passwords, receiving compensation or missed deliveries. All suspicious messages will be brought to the attention of the nursery manager, who will report them to the NCSC Suspicious Email Reporting Service at report@phishing.gov.uk.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

90. Acceptable IT Use Policy

Legislation

- Data Protection Act 2018.
- General Data Protection Regulation (Regulation (EU) 2016/679).

Related Policies

- Whistleblowing.
- Social Networking.
- Safeguarding Children/Child Protection.
- Online Safety.

The Acceptable Use IT Policy describes the rights and responsibilities of staff, students and volunteers using resources, such as computers, tablets, the internet, landline and mobile telephones, and other electronic equipment. It explains the procedures they are expected to follow and makes clear what is considered acceptable behaviour when using them. These devices are a vital part of our business and should be used in accordance with our policies to protect children, staff and families.

Security and Passwords

All electronic devices are password-protected and passwords are updated on a regular basis. Passwords for our systems are confidential and must be kept as such; staff must never share any passwords.

Email

All staff with access to the official nursery communication channels are expected to use their common sense and good business practice when sending emails. Emails must not be used to send abusive, offensive, sexist, racist, disability-biased, sexual orientation based or defamatory material, including jokes, pictures or comments which are potentially offensive. Such use may constitute harassment and/or discrimination, and may lead to disciplinary action, up to and including summary dismissal. If any staff member receives unwanted messages of this nature, they must bring this to the attention of the nursery manager.

As email is not a totally secure system of communication and can be intercepted by third parties, external email should not be used when sending sensitive or confidential information. All sensitive and confidential information must be sent via **Egress**, a secure platform that enables users to send encrypted emails to unsecured domains.

Internet Access

Staff, students and volunteers must not use the nursery's internet facilities to visit, bookmark, download material from or upload material to inappropriate, obscene, pornographic or otherwise offensive websites. Such use constitutes serious misconduct and will lead to summary dismissal. All employees have a responsibility to report any misuse of the internet or email. By not reporting such knowledge, the employee will be considered to be complicit in the misuse.

Personal Use of the Internet, Email and Telephones

Any use of our electronic communication systems (including email, internet and telephones) for purposes other than the duties of employment is not permitted. Emergency personal calls need to be authorised by the nursery manager, and where possible, made on an individual's personal mobile phone outside the nursery.

Disciplinary action will be taken where:

- The privilege of using our equipment is abused.
- Unauthorised time is spent on personal communications during working hours.

Data Protection

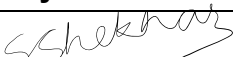
When using any of our systems, staff, students and volunteers must adhere to the requirements of General Data Protection Regulation 2018 (GDPR). For more information, see our Data Protection and Confidentiality Policy.

Downloading or Installing Software

Staff may not install any software that has not been cleared for use by the nursery manager onto any nursery device. Such action may lead to disciplinary proceedings, up to and including summary dismissal in serious cases.

Using Removable Devices

Before using any removable storage media (USB pen drive, CDROM, etc.) that has been used on hardware not owned by the nursery, the contents of the storage device must be virus checked. Removable devices must not be taken home, unless under exceptional circumstances and with the authority of the nursery manager.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

91. Mobile Phone and Electronic Device Use Policy

The Mobile Phone and Electronic Device Use Policy applies to all electronic devices able to take pictures, record videos, and send or receive calls and messages. This includes cameras, mobile phones, tablets and any recording devices, including Smartwatches.

At One World Montessori Nursery, we promote the safety and welfare of all children in our care. We believe that staff should be completely attentive to children's needs when on duty. To ensure the safety and well-being of children, we do not allow staff to use personal mobile phones, Smartwatches and/or Fitbits during working hours.

This policy should be read alongside our policies on Acceptable IT Use and Online Safety.

Use of Devices: Staff, Students and Volunteers

It is the responsibility of staff, students and volunteers to ensure that:

- Mobile phones/Smartwatches/Fitbits are either turned off or on silent and not accessed during working hours.
- Mobile phones/Smartwatches/Fitbits are only used on designated breaks away from children.
- Mobile phones/Smartwatches/Fitbits are stored safely in lockers at all times during working hours.
- No personal device is connected to the nursery Wi-Fi at any time.
- Nursery devices are used for nursery purposes only.
- No apps are downloaded onto nursery devices. Only the manager has the authority to download apps, after checking they are age and content appropriate for children.
- Passwords/passcodes for nursery devices are not shared or written down.
- Photographs of children are not taken on personal phones or any other personal storage devices. Only nursery owned devices are used to take photographs or record videos.
- Nursery devices are not taken home and remain secure at the nursery when not in use. If, under exceptional circumstances, a device is taken home, it is securely stored, not accessed by another individual and returned to nursery as soon as possible.

Use of Devices: Parents

Parents are kindly asked to refrain from using mobile phones and other devices inside the nursery or when collecting or dropping off children. We will ask any parents using their phone inside the nursery premises to finish their call or take the call outside. This is to ensure that all children are safeguarded, and that handover times can be used to share information with parents.

Parents are also requested not to allow children to wear or bring in devices with the capability to take photographs or record videos or voices. This ensures that children are safeguarded, and also prevents valuable items from becoming damaged or misplaced.

Use of Devices: Visitors

Visitors are not permitted to use mobile phones or other devices inside the nursery and are asked to leave them in a secure place for the duration of their visit.

Photographs and Videos

At One World Montessori Nursery, we recognise that photographs and video recordings play an important part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only taken with the prior written permission of parents. We obtain this permission when children are registered at the nursery.

Photographs and video recordings are used for a range of purposes, including in electronic learning journals, in newsletters (weekly updates), for nursery displays and for promotion materials, for example, the nursery website and prospectus. On occasion, group photographs of children may be added to an individual child's learning journal. Some of the most meaningful photographs we take show children interacting in group play or engaging in activities alongside their peers. Parents are kindly asked to ensure that such photographs are not shared publicly or uploaded onto any social media websites.

Photographs and videos are not taken in areas of the nursery where intimate care routines are carried out.

If a parent is not happy about any of these uses, they should contact the nursery owner or manager, and alternative ways of recording their child's play or learning will be found.

Staff are not permitted to take any photographs or recordings of children on their own storage devices, and they may only use devices provided by the nursery. The nursery manager monitors all photographs and recordings to ensure that children are safeguarded.

Photographs or videos recorded on nursery mobile devices are transferred to a secure location (Google Workspace or the Tapestry database) to mitigate the risk of unauthorised access to images of children. Images are then deleted from mobile devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or Smartwatches) on the nursery premises without the prior consent of the manager.

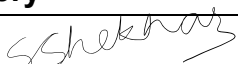
During special events, for example, Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case, we will gain

individual permission for each child before the event. We ask that photographs of events such as Christmas parties are not posted on any social media websites without permission from parents of all the children included in the picture.

Online Learning Journals

At One World Montessori Nursery, we use portable devices (iPads) to take photographs of the children. The photographs are then transferred electronically to children's learning journals on the Tapestry database. We ensure that portable devices are used for this purpose only, and we do not install social media or messaging applications onto devices. The nursery manager also carries out routine checks to ensure that devices are being used for nursery purposes only.

It is the responsibility of all staff, students and volunteers to report any concerns about any misuse of mobile phones and other electronic devices in accordance with the Whistleblowing Policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

92. Social Networking Policy

Social networking sites, such as Facebook and Twitter, are widely used. This type of media allows people to communicate in ways that were not previously possible. At One World Montessori Nursery, we recognise that most people use social media in a positive and responsible manner. However, for some people, social networking sites are used as a means of expressing negative and offensive views. It is not appropriate to use social media to make complaints about the nursery; complaints should be raised in accordance with the Complaints Procedure, so that issues can be fully investigated and resolved.

Objectives

The purpose of this policy is to:

- Encourage staff, students, volunteers and parents to use social networking sites in a beneficial and positive way.
- Safeguard children, staff and anyone associated with the nursery from the negative effects of social networking sites.
- Safeguard the reputation of the nursery from unwarranted abuse on social networking sites.
- Set out the procedures we will follow in the event a staff member, student, volunteer or parent inappropriately or unlawfully uses social networking sites to the detriment of the children, staff or anyone else associated with the nursery.

Use of Social Media: Staff, Students and Volunteers

We require all staff, students and volunteers to be responsible and professional in their use of social media by:

- Not naming their place of work.
- Not making comments relating to work.
- Not sending private messages to parents or family members of children at the nursery.
- Ensuring that all social media communications are transparent and open to scrutiny.
- Ensuring that communication with parents takes place within clear and explicit professional boundaries, and reporting any concerning comments made by parents on social media to the nursery manager/DSL.
- Ensuring that all posts reflect their professional role in the community (for example, no inappropriate social event photographs or use of profanity).
- Not posting derogatory, defamatory, threatening or inappropriate comments about the nursery, or anything that could be construed to have any impact on the nursery's reputation, or relate to the nursery or any children attending the nursery.
- Not posting racist comments, or comments which threaten violence.

Any breach of this policy will be fully investigated, and the member of staff involved will face disciplinary action, which could result in dismissal.

Use of Social Media: Parents and Visitors

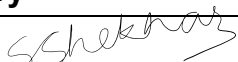
We promote the safety and welfare of all children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook, Instagram and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children and images of children do not fall into the wrong hands.

We also ask parents and visitors **not to**:

- Send friend requests to any member of nursery staff.
- Screen shot or share any posts or photographs from the nursery on social media platforms (these may contain images of other children).
- Post any photographs to social media that have been supplied by the nursery with other children in them (for example, Christmas concert photographs or photographs from an activity at nursery).
- Make complaints or defamatory statements about the nursery or the staff at the nursery on social media sites.
- Make negative or offensive comments about the children or staff at the nursery.
- Make racist comments, or comments which threaten violence.

We will report any libellous or defamatory comments made by parents on social networking sites to the appropriate 'report abuse' section of the sites. We will also ask parents to remove such comments immediately. If a parent refuses to do so and continues to use social networking sites in an inappropriate manner, we will seek legal advice. If we consider that a crime, such as harassment, has been committed, or if the comments are racist or obscene, or if they threaten violence, we will contact the police.

We ask parents to share any concerns about inappropriate use of social media by following the Partnership with Parents Policy and the Complaints Procedure.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

93. CCTV Policy

One World Montessori Nursery is securely monitored by a CCTV surveillance system. The nursery owner is responsible for the operation of the system and for ensuring compliance with the CCTV Policy.

We recognise that the use of CCTV has become a common feature of our daily lives, and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera.

Our CCTV surveillance system is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the nursery's use of CCTV and how it complies with the Act. The nursery complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure the CCTV surveillance system is used responsibly.

A copy of this CCTV Policy will be provided on request to staff, parents and visitors to the nursery.

Purpose of the System

The nursery CCTV surveillance is intended for the purposes of:

- Promoting the health and safety of children, staff and visitors.
- Monitoring staff interaction with children.
- Ensuring that children are appropriately cared for.
- Facilitating the identification of any activity/event which might warrant disciplinary proceedings being taken against staff and provide evidence to the management team.
- Reducing the threat of a child being abducted.
- Protecting the nursery premises and resources from theft and/or vandalism/damage.
- Protecting the nursery from intruders.
- Acting as a deterrent to anyone having criminal intent.

What the System Comprises

The system comprises fixed cameras, a monitor and a digital hard drive recorder. The cameras are placed around the nursery, inside and outside, but not in the toilets or changing areas. This is to ensure that the dignity of staff and children is maintained. No camera is hidden from view, and signs are placed at the entrance and exit points of the site to inform staff, children, parents and visitors that a CCTV installation is in use.

Monitoring

The CCTV is monitored by the nursery owner via secure remote access. This is to maintain the security of the premises, and to observe staff interaction with children/ ensure that children are appropriately cared for.

Storage and Retention

Images are captured using a digital recorder, operating in real time and monitoring the nursery site continuously, 24 hours a day. They are retained for five to seven days from the date of the recording, before being automatically overwritten.

Access

The nursery owner can view CCTV images in real time via secure remote access. Access to recorded images is restricted to authorised personnel. Supervising the access to the CCTV System is the responsibility of the nursery owner.

Subject Access Requests (SAR)

Under the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018, individuals have the right to request access to CCTV footage relating to themselves. Individuals submitting requests for access will be asked to provide sufficient information (for example, date, time and location) to enable the footage relating to them to be identified.

The nursery will respond to requests for access to CCTV footage within 14 calendar days. We reserve the right to refuse access where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation. Where footage contains images of third parties, we will take appropriate steps to obscure the identities of those individuals.

When accessing recorded images, a written record of access will be made. A record of the date of any disclosure request, along with details of who the information was provided to, why they required it and how the request was dealt with, will also be made and kept, in case of challenge.

Enquiries

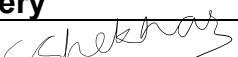
Enquiries about the operation of the CCTV surveillance system within the nursery should be directed to the nursery owner.

Responsibilities

The nursery owner will ensure that:

- The CCTV surveillance system at the nursery is operated in accordance with this policy.
- A record of access will be maintained, documenting the retrieval of any recorded images stored in the system.

- Areas being monitored are not in breach of an enhanced expectation of the privacy of individuals.
- External cameras are non-intrusive in terms of their positions and views of neighbouring residential housing, and they comply with the principle of 'Reasonable Expectation of Privacy'.
- Images recorded are stored for a period not longer than seven days and are then automatically overwritten unless required as part of a criminal investigation or court proceedings (criminal or civil).
- Cameras do not monitor individual characteristics.
- Under certain circumstances, the CCTV footage may be used for training purposes (including staff supervisions).

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

94. Access and Storage of Information Policy

At One World Montessori Nursery, we have an open access policy. The policies and procedures, which govern the way the nursery operates, can be viewed at any time on the nursery website. Parents can also view the policies and procedures by accessing the file in the reception area.

In addition, we welcome parents to view and contribute to the developmental records we keep on their children. However, we must adhere to data protection laws, and where relevant, any guidance from relevant agencies for child protection.

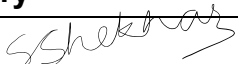
In accordance with General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000, we are registered with the Information Commissioner's Office (ICO). A copy of the ICO certificate can be viewed on the parent notice board.

All personal information is stored securely according to the requirements of data protection legislation. We also make our staff, students and volunteers aware of their legal obligation to protect the privacy of the children in their care, and to handle information relating to children in a way that ensures its confidentiality.

All records and documentation are kept and stored in accordance with legal retention periods.

If any parent has a specific deletion or retention request in relation to any data we hold, please contact the nursery owner, who will respond formally to the request.

This policy will be reviewed annually and amended according to any change in legislation.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

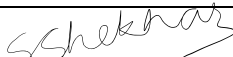
95. Record Retention Policy

This policy is subject to the laws relating to data protection and document retention. It should be read alongside the Access and Storage of Information Policy, the Data Protection and Confidentiality Policy and the Privacy Notice.

Retention periods are usually dictated by legal requirements, or in their absence, by industry norms or the needs of the business. Under General Data Protection Regulation (GDPR) (EU) 2016/679, privacy notices must be issued to data subjects (individuals whose data is held) to explain why their data is being collected, for how long it will be held and how it will be protected. The table below sets out the requirements and recommendations for retention periods of different types of records and information in relation to children and the management of the nursery.

Children's Records	Retention Periods
General children's records, including registers, medication records and accident records pertaining to children, parental permission forms for medication and activities, complaints records, and data for local authority funded children.	Records will be retained for a reasonable period after children have left the provision. If relevant to child protection, accident and pre-existing injury records will be kept until the child reaches 25 years old.
Records of any reportable death, injury, disease or dangerous occurrence.	Three years from the date of the last entry (or, if the accident involves a child, then until the person reaches the age of 21).
Safeguarding and welfare records (including copies of written summaries of information transferred to schools) which resulted in a child protection referral or Child In Need referral being made to the local authority, or a child being subject to a CIN plan or child protection plan whilst attending the setting, or police referral.	Until the child reaches age 25 years, or for looked after children, 75 years.
Safeguarding and welfare concerns about possible abuse or neglect which resulted in a CAF or other Early Help Services referral being made (including copies of written information transferred to schools, or police referrals).	Six years from the time the referral is made, or for looked after children, 75 years.
Special educational needs records, including EHC plans.	25 years from the birth of the child.
Personnel Records	Retention Periods
Personnel files and training records (including disciplinary records and working time records).	Six years after employment ceases.

Application forms and interview notes for unsuccessful candidates.	Six months to one year.
DBS information.	Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. We will maintain on file the reference number, the date a check was obtained and who obtained it.
Records of any reportable death, injury, disease or dangerous occurrence.	Three years from the date of the last entry.
Wages/salary records.	Six years.
Statutory Maternity Pay (SMP) records.	Three years after the end of the tax year in which the maternity period ends.
Statutory Sick Pay (SSP) records.	Six years after employment ceases.
Income Tax and National Insurance returns/records (applies to current staff).	At least three years after the end of the tax year to which they relate.
Redundancy details, calculations of payments, refunds, notification to Secretary of State (applies to leavers).	Six years from the date of redundancy.
Parental leave records.	18 years from the birth of the child.
Pension scheme and member records.	Six years (except for records of opt-outs which must be kept for four years).

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

Section VII – Appendices

96. Covid-19 Addendum: Policy

Introduction

Our first written COVID-19 Policy was introduced in the One World Montessori Nursery Policies and Procedures Document in May 2020, in response to the pandemic. This document has evolved and been changed a number of times based on feedback from staff and parents/carers, as well as new guidance from the government. The core guidance from the government – Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak – can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid19-pandemic>

We do not currently know how long these measures will be in place. We will provide updates as the situation develops.

Children: Attendance

- Since 18 July 2021, schools and Early Years settings have not been required to do contact tracing. Close contacts are now identified via NHS Test and Trace.
- As with positive cases in any other setting, NHS Test and Trace now works with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case and/or their parent or carer specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.
- Since 16 August 2021, children under five have not been required to self-isolate if they are contacted by NHS Test and Trace and identified as a close contact of someone who has tested positive for COVID-19. Instead, they are now advised to take a PCR test only if the positive case is in their own household. We encourage all individuals to take a PCR test if advised to do so.
- Children should continue to attend the setting as normal unless they develop COVID-19 symptoms or test positive.
- Only children who are symptom free should attend the setting. Children should not come into the setting if they have symptoms of COVID-19 or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- Any child with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend nursery. Parents should arrange for them to get a PCR test and then tell the setting the test results. Children should not

attend nursery while you are waiting for test results, even if they are feeling better.

- Staff reserve the right to take children's temperature on arrival at nursery and will not admit any child with a high temperature. We will usually take a temperature if a child or accompanying parent/carer appears unwell.

Children: Well-Being and Education

- Children will be supported in age appropriate ways to understand the steps they need to take to keep themselves safe, including regular handwashing and sneezing into a tissue and throwing it away.
- Children will be supported to understand the changes and challenges they may encounter as a result of COVID-19, and staff will be aware of children's attachments and their need for emotional support at the moment.

Staff: Attendance

- Only staff who are symptom free or have completed the required isolation period should attend the setting.
- Any staff member with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend for 10 days or until they test negative for COVID-19.
- Staff members are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case and any of the following apply:
 - they are fully vaccinated;
 - they are below the age of 18 years and six months;
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial;
 - they are not able to get vaccinated for medical reasons.
- Staff will be risk assessed if returning to work after a period of isolation or having had COVID-19.

Staff: Physical Distancing and Face Coverings

- At their own discretion, staff may wear face coverings when opening the door and admitting or dismissing children or visitors.
- At their own discretion, staff may wear face coverings in shared access areas of the nursery. Face coverings will fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.
- Staff will not wear face coverings when working with children, unless there has been a substantial increase in the number of positive cases in the setting. In these circumstances, transparent face coverings should be worn.
- Children and staff will be grouped in two bubbles and staff members shall remain in their own bubble wherever possible.
- Mealtimes and outside playtimes will be staggered wherever possible so that the two bubbles are kept separate within the setting.

Staff: Training

- Staff members will receive appropriate instruction and training in infection control and the relevant operating procedure and risk assessments.

Staff: Lateral Flow Testing

- Staff members will have access to bi-weekly lateral flow testing, and results will be recorded within the setting.

Parents: Physical Distancing and Drop Off/Collection

- Only parents/carers who are symptom free and/or have completed the required isolation periods may drop off and collect their child.
- Parents/carers should wear a face covering when dropping off or collecting their child, and should try, wherever possible, to maintain a two metre distance from staff.
- Parents/carers should try, wherever possible, to stay two metres apart when waiting to drop off or collect children.
- Parents will only be able to enter the nursery for limited reasons to avoid coming into close contact with other children and staff.

Parents: Communication

- Parents will receive clear communications regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

Visitors

- Visitors must take lateral flow tests, the results of which must be confirmed as negative, before entering the nursery when it is in session.
- Visitors must wash their hands when entering the nursery.
- All visitors must wear a face covering while in areas of the nursery with children in them, or where they cannot stay two metres away from staff. This includes any person taking a tour of the nursery while it is open.
- Visitors must not enter the nursery if they are displaying any symptoms of COVID-19.
- During any national lockdown or when locally placed in Tier 3 or above, non-essential visitors will not be allowed in the nursery while the nursery is open. This includes prospective family visits, and any introductory sessions with parents/carers.

Hygiene, Health and Safety: Handwashing and Personal Hygiene

- All children and staff must wash their hands on arrival at the nursery and at frequent times throughout the day.

- Children will be encouraged to wash their hands after wiping their noses, before and after eating, when coming in from the playground, before touching their faces and before leaving the nursery.
- Staff will wash their hands before preparing and serving food, after wiping children's noses, after cuddling children, after supporting toileting or nappy changing, before eating, before touching their faces, and before leaving the nursery.
- Staff and children will wear indoor shoes inside the nursery.

Hygiene, Health and Safety: Cleaning

- All frequently used surfaces (tables, counter tops, toilets, sinks) will be cleaned and disinfected between use throughout the day.
- Floors will be disinfected daily; door handles and light switches must be disinfected at least daily.
- Mobile phones and tablets must be disinfected at least daily.
- Procedures for cleaning resources are explained in the sections below.

Hygiene, Health and Safety: Waste

- Any bins that children have access to will be emptied three times daily.
- All waste will continue to be disposed of in a safe and hygienic way.

Hygiene, Health and Safety: Laundry

- Bedding and painting aprons will be washed daily at 60 degrees and will not be shared.

Hygiene, Health and Safety: PPE

- PPE, such as aprons and gloves, will continue to be worn as usual for nappy changing and the administration of first aid.
- PPE consisting of disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn for supervising a child with COVID-19 symptoms and for cleaning the area they were isolated in, as specified below. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.

Premises and Equipment: Building

- Windows will be kept open wherever possible to ensure good ventilation.

Premises and Equipment: Resources

- Children should not bring items from home into the setting, including toys, unless absolutely essential for their wellbeing. When this is the case, items must be cleaned on arrival.

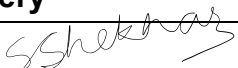
- Any toys or other resources accessed by children will be cleaned and sterilised in Milton Fluid prior to being put away by the end of the day.
- Children will be given individual trays for messy play wherever possible, and all sensory materials will be immediately disposed of after use.
- Equipment used by staff, such as tablets and stationery will be allocated to individual staff members where possible and cleaned at least daily.

Premises and Equipment: Supplies

- The setting will ensure an adequate supply of essential stock, such as gloves, aprons and disinfectant materials as the nursery will not be able to operate without essential supplies to ensure infection control.

Responding to a Suspected Case

- If anyone in the nursery becomes ill with a high temperature, a new continuous cough or a loss/change of smell or taste, they must be sent home and advised to follow public health guidance.
- If a child is waiting to go home, they will be separated from their group and isolated in the area next to the door nearest the adult bathroom, with appropriate adult supervision. The child will be provided with a sleeping mat and a blanket.
- Staff will call 999 if the child becomes seriously ill or their life is at risk.
- The staff member responsible for the child during this time will be someone from their bubble.
- The staff member caring for the child will wear appropriate PPE. This consists of disposable gloves, a disposable apron and a fluid-resistant surgical face mask. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.
- If the child needs to use the bathroom whilst waiting to be collected, they will use the adult bathroom. This must be thoroughly cleaned and disinfected before being used by anyone else.
- The member of staff who has cared for the child does not need to go home unless they develop symptoms. The staff member must wash their hands thoroughly for 20 seconds.
- The area where the child was isolated will be thoroughly cleaned and disinfected by the same staff member, while still wearing PPE.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022

97. Covid-19 Addendum: Outbreak Management Plan

Introduction

This plan is based on the contingency framework for managing local outbreaks of COVID-19, provided by the Department for Education (DfE).

We implement measures in this plan in response to recommendations provided by the London Borough of Hammersmith and Fulham, Public Health England (PHE) and the North West London Health Protection Team, and by following government guidance.

These measures will be implemented to help prevent the spread of infection within our nursery setting, to manage a COVID-19 outbreak or cluster, to react to high COVID-19 infection rates in the community or when all measures in place are still failing to reduce risk and infection.

Measures to Prevent the Spread of Infection

Hygiene and social distancing remain the two key elements of infection prevention and control. We have therefore made the decision to keep the following procedures in place:

- Any child, staff member, parent or visitor with symptoms of COVID-19 must not attend nursery and must isolate at home.
- Any person displaying symptoms of COVID-19 must not return to nursery until they have completed the required isolation period and/or received a negative COVID-19 test, in line with government guidelines.
- Enhanced cleaning processes will remain in place within the nursery.
- We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Bubble systems will remain in place within the nursery ensuring that contact between groups of children is minimised wherever possible.
- Parents and staff members should wear masks during drop off and collection times.
- Adults, other than staff members, will be allowed into the nursery during opening hours only if essential to a child's development or well-being, or to manage an essential need (for example, site maintenance).
- Staff members will have access to bi-weekly lateral flow testing, and results will be recorded within the setting.
- Ventilation is a key part of infection control; windows will remain open and outdoor play will be encouraged.

Management of an Outbreak of COVID-19

Several confirmed cases of infection in children or staff members within a 14-day period will indicate a COVID-19 outbreak. In the event of an outbreak, we will call the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in

response to a positive case. The Helpline will escalate the case to the local health protection team where necessary and advise if any additional actions are required. Actions might include:

- A more intense deep clean.
- Partial closure of areas in the nursery.
- Isolation of identified children or staff members in accordance with Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19. Investigation by the LA Health Protection Team.

Management of a Cluster in the Setting

When there are increased cases of infection in children or staff members that are concentrated in one bubble group over a 14-day period, this may be referred to as a COVID-19 'cluster'. In such an event, we will take further advice from PHE. Actions might include:

- Closing the bubble group.
- Instructing all staff members connected with a positive case to take daily lateral flow tests for 10 days.

Any person contacted by NHS Test and Trace must isolate in accordance with government guidance.

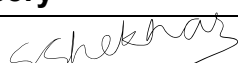
Reaction to High Infection Rates in the Local Community

If we are contacted by PHE or the local authority regarding a high level of infection in the local community, the following actions may be recommended:

- Trips and outings in the area limited or stopped completely for all children.
- Events and social days at the nursery cancelled.
- Visitors not permitted onto the nursery site unless essential to a child's development or well-being, or to manage an essential need (for example, site maintenance). Any visitors that are permitted on site must wear full PPE and give their details to allow the nursery to manage contact tracing if needed.

Actions Following High Levels of Risk and Infection

Attendance restrictions will only ever be considered as a last resort as directed by Public Health England. We recognise the importance of continuity of care and education for children in the early years. If attendance restrictions are needed, vulnerable children and children of critical workers will still be allowed to attend.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/10/2021		01/10/2022