

# Buzybees Policies

**Buzy Bees Montessori School**

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VISIT OUR SITE



Web: [buzybees.net](http://buzybees.net)

## Buzybees Policies

The following policies and procedures are available for all parents to view should you wish to.

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**As well as the above policies we also have the following;**

### **Special Educational Needs:**

Buzybees Montessori School welcomes children with special educational needs i.e. for those experiencing "learning difficulties." Dr Montessori initiated the method for children in this sector of the community and we aim to continue in her footsteps.

### **Equal Opportunities:**

Buzybees Montessori School operates an Equal Opportunity Policy. Our work is enriched by the contribution made by people of differing backgrounds bringing with them a wealth of experience and cultural understanding. We benefit from difference and diversity within the school.

## 1. ACCIDENT / INCIDENT POLICY

Buzybees is aware that when working with young children accidents and incidents will naturally occur. To minimise the number of accidents/incidents at Buzybees we ensure that all appropriate risk assessments are carried out on a regular basis.

However we believe it is important to allow children to take certain risks within a safe and supervised environment as this will allow children the ability to familiarise themselves with the tools and skills to solve their own problems and understand the risks that can occur in life.

### Policy

All accidents/incidents occurring on Montessori premises are recorded in the accident/incident record (held in the classroom) and parents are required to read and sign for each accident/incident that occurs. A new page for each child should be used for Confidentiality.

Any accidents/incidents occurring outside the setting must be recorded on the Existing Injuries Form.

### Location of files

- 🐝 Adult accident/incident file is located in the first aid cupboard in the hallway.
- 🐝 Children's accident/incident files are located in each classroom.

### Procedure

**Accident** (When an incident occurs that does not involve another person or child)

#### Minor accident

- 🐝 The staff member will take the child to a quiet area away from all the other children where their injury can be assessed and the child calmed.
- 🐝 A first aider will be informed and will assess the injury and administer the treatment needed.
- 🐝 The manager/ deputy will be informed
- 🐝 The child will be settled back in to their room and observed to ensure there are no longer term effects.
- 🐝 An accident form will be filled out giving details of the accident (Attached) the parents will sign the form when their child is collected from Montessori.
- 🐝 If it is deemed necessary by the manager/deputy a phone call may be made to the parent to inform them of the accident before the end of the day.

#### Major -Accident

- 🐝 The manager/deputy will be informed
- 🐝 If the child can be moved they will be taken to a quiet place where they can be kept calm and be assessed, if they cannot be moved a space will be cleared around them and children will be kept away. A child will not be moved if there is any doubt.
- 🐝 The manager/deputy will assess the injury and decide if it requires immediate treatment by an ambulance or if the parent/carer can be contacted and take the child themselves. If there is any doubt the ambulance will be called.
- 🐝 If an ambulance is required 999 will be called and the parents/carer will be contacted with arrangements to meet the child at the hospital. A senior member of staff will travel with the child to the hospital taking with them the child's registration forms and a mobile phone.

- 🐝 If an ambulance is not required a phone call will be made to the child's parent/carer and the child will be kept calm and comfortable, a member of staff will remain with them until the parent/carer arrives.
- 🐝 An accident form will be filled out recording in detail the circumstances.
- 🐝 The accident will be reported to RIDDOR and ofsted (if necessary) by the manager/deputy and instructions/advice will be followed.
- 🐝 A risk assessment of the sight of the accident and any equipment involved will be carried out.

**Incident** (Child has physical contact with another person (child/children/adult) which may cause injury)

From time to time parents may be asked to sign or fill out an incident form. Incident forms are used in the following circumstances:

- 🐝 If a child comes in to Montessori with an injury that has happened at home, the parent will be asked to fill out an incident form stating how the accident occurred, where the accident occurred, who was present when the accident occurred, details of the injury and sign and date.
- 🐝 If a child has displayed inappropriate behaviour that has resulted in the injury of another child, such as biting or scratching, an incident form will be filled out explaining the circumstances of the behaviour, the behaviour management response, and who was present when the incident occurred. This will be signed and dated by the staff member who dealt with the incident and manager/deputy. The parent will be asked to sign the form on pick up.

This policy works in conjunction with:

- 🐝 Emergency Policy
- 🐝 Health and Safety Policy
- 🐝 Injury Policy

## 2. ADMISSIONS POLICY.

All children are welcome here at Buzybees Montessori regardless of their backgrounds or level of ability. Parents who are interested in registering their child with Buzybees may call us to make an appointment to come in and see us and observe the children and our living values. We would encourage this, as parents should feel comfortable and secure with the surroundings.

Children entering the school need to be at least 3 months old.

On registering your interest a £25 non refundable administration fee is required and upon acceptance of a place a £200 deposit is payable which will be deducted from the last terms fees provided a full terms notice of withdrawal has been given.

Each child is assigned to a key worker who will be responsible for ensuring the child has a holistic experience at school and should be your key point of contact. However all teachers do interact fully with all children and the key worker is not a sole point of contact for your child.

Fees are paid on the 1st of each month in advance for the following month. Your child will not be admitted into the Montessori until the first payment is made by either cash or cheque. We ask that you fill in a standing order form to start from the first of each month following your first month's payment. Vouchers are also acceptable as full or part payment against fees. Please ask for our registration number when you set this up as we are already registered with lots of the companies who deal with this.

Non Payment- Overdue fees will be challenged, in the first instance by the manager who will ask for payment within 7 working days and in the second instance by the director who will ask for payment immediately. If your child's fees cannot be paid the child's place will be suspended for a period of one month. If your child's fees can still not paid then your child's place will be terminated and a debt collector will be contacted.

If you are having trouble paying your fees then we ask that you contact the manager as soon as possible to discuss the options available to you.

Sickness - In the event of illness or holiday the full fees are still payable to retain the place.

Apart from one week's closure at Christmas and three days closure for training, fees are payable for 50 weeks a year.

One month's notice is required in writing for reducing a child's attendance or if leaving the Montessori.

When maximum attendance numbers are reached, applicants will thereafter be added to the waiting list. Priority will be given to full time places.

If you require a different more flexible attendance pattern to what is offered, you may discuss your needs with the manager.

Term time only places (39 weeks) are offered to children attending a full time place only.

Montessori Grant for 3 year olds - We are offering flexible Montessori grant places, subject to availability, to all children starting the term after their third birthday. It is possible to either attend the 3 hour Montessori sessions on a daily basis or incorporate the grant into an attendance pattern according to your requirements, in which case a charge of £ 5 per session/£ 7 per full day will be made for food. Please bear in mind that in order to qualify for the Montessori grant your child must be attending the Montessori on a regular basis, excluding the periods of illness.

### 3 ANTI BULLYING POLICY

The aim of the Buzybees anti-bullying policy is to ensure that children learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will be dealt with in accordance with the Montessori philosophy. Only when all issues of bullying are addressed will children be able to fully benefit from the opportunities available at the school. Although incredibly rare at this age, it is not something to be ignored and therefore this policy is written to cover the exceptional incident that may arise. Children at this age are not aware they are "bullying" and it is our responsibility as adults to guide them.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- 🐝 physical (hitting, kicking)
- 🐝 verbal (name calling, racist remarks)
- 🐝 indirect (spreading rumours, excluding someone from groups)

Children who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of unexplained tearfulness, lack of concentration or not wanting to join in. Children must be encouraged to speak to teachers about this.

Our staff must be alert to the signs of bullying and act promptly.

As a school, we have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils.

#### **Managing Bullying**

As children this young are not aware of "bullying" as such, we will deal with any incidents that could be deemed as "bullying" behaviour in accordance with our Buzybees Behaviour policy, always ensuring we adopt a loving and supportive approach when dealing with any children.



#### 4. ANTI DISCRIMINATORY POLICY

Buzybees operates an anti-discriminatory policy. Discrimination will not be tolerated at Buzybees.

Buzybees respects and values our multi-cultural society and ensures that there is equality of access, expression and quality for all who come into contact with our work. We are committed to actively promoting the value of "Difference" and this will be reflected in all our communication with each other as teachers, students, children and parents / carers. The activities provided for the children will encourage and support diversity and will encourage each individual child to meet their full potential. We will ensure that all children at Buzybees are able to enjoy and play. All parents / carers are able to visit the school without discrimination.

Further to this, we intend to meet all individual needs, to ensure equality of access as much as possible. We are committed that any behaviour, language or action that creates discrimination or disadvantage or is designed to be offensive to any group which experience discrimination, will be challenged directly and will not be tolerated.



## 5 ARRIVAL & COLLECTION POLICY.

To ensure the safety of all children and staff, Buzybees staff must ensure the following procedures are adhered to:

### **Answering the Door**

- 🐝 The person who answers the door must always check to identify the visitor.
- 🐝 If the visitor is unknown, identification must be asked for and seen i.e. name, reason for calling, name of person whom the caller is here to see, identity card.
- 🐝 Before granting a visitor access, always check with the authorized person.
- 🐝 Never grant access to anyone who is not known.

### **Authorised Collectors**

- 🐝 Each child must have at least two authorized collectors. Parents are required to provide photographs of each authorized together with work, home and mobile phone numbers. Any additional family members or friends, who are collecting a child, must be asked for the password.
- 🐝 Once a term, parents will be asked within the Newsletter to confirm the authorized the authorized collectors are unchanged from the previous term and update any contact details.

### **Persons Prohibited from Collected Children**

- 🐝 If a different person calls to collect a child and the parent / carer has not informed the Montessori of this, then the parent / carer's permission must be obtained before handing over the child. The password for the child must be given and the time, date and name of person collecting the child will be written in the diary and the person collecting will sign the diary.
- 🐝 All staff should be aware that some children are not allowed to come into contact with certain members of their own family. In such circumstances, a register is kept of each child and the names of those family members with whom the child is forbidden contact. If one of these family members should call at the Montessori, they must not be granted access, and an authorized person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

### **Uncollected Children**

- 🐝 See the "Uncollected Child Policy"

### **Late Collection Procedure**

- 🐝 It is the individual parent's responsibility to ensure that their child is collected from the Montessori on time.
- 🐝 If on the odd occasion you are unable to collect your child before the set time of 6.00 pm we ask that you find alternative arrangements.
- 🐝 If you are able to make alternative arrangements, the Montessori operates on password system. This password is not kept on file and is used spontaneously as and when needed.



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- 🐝 We also ask that you call the Montessori giving a full name of the person collecting and the password. When the alternative carer comes to collect your child we will ask them for both of these details and if they do not match, the child will not be allowed to leave the premises. In this instance we will call the child's parents for conformation i.e. a brief description of the carer, along with their full name and the password given, before the child is allowed to leave the Montessori premises.
  - 🐝 If you are unable to find alternative childcare arrangements we ask that you kindly call us prior to 6.00 pm letting us know your circumstances and an approximate time that you will be collecting your child.
  - 🐝 If you are unable to collect your child by 6.00 pm on a regular basis you will occur a late fee of £7.50 for every 15 minutes.



## 6 BEHAVIOUR MANAGEMENT POLICY

"Good relationships are built on creating success and then noticing it."

Jenny Moseley

### Policy

At Buzybees Montessori our aim is to work in partnership with parents/carers to meet the individual needs of children in our care.

To create a supportive structure within which children learn to behave appropriately in order to:

- 🐝 Promote respect for ourselves and others
- 🐝 Promote an atmosphere for learning where everyone has an equal opportunity
- 🐝 Ensure rewards and sanctions are consistently and fairly applied
- 🐝 Ensure firm action is taken against all forms of unacceptable behaviour including bullying, racism, sexism, aggression, name calling or offensive actions.

### GOLDEN RULES

- 🐝 Be kind and polite to everyone
- 🐝 Always do your best
- 🐝 Listen to other people
- 🐝 Tell the truth
- 🐝 Keep yourself and others safe
- 🐝 Call each other by the proper name
- 🐝 Take care of things around you

We believe that positive behaviour is promoted through positive language, praise and encouragement, encouraging self discipline, consideration for each other. Promoting a positive environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone throughout the setting. Ensuring children's well-being and learning is facilitated effectively.

By praising children and acknowledging their positive attitudes and actions, we aim to show all children that we value and respect them as individuals.

Children are given opportunities on a daily basis to express their feelings through non aggressive strategies such as circle time. Children are also given the opportunity to discuss and understand that bullying, fighting, hurting and racist comments are not acceptable behaviour.

Careful consideration is made when arranging the layout of the children's play area to ensure that the environment and equipment is accessible, child initiated and safe to use.

All children have access to a variety of equal resources to avoid arguments. Through the Montessori ethos the child will develop the ability to share. It is important to acknowledge children's feelings and help them understand how others are feeling and why it is important to share.

### Procedure

- 🐝 Children who demonstrate unacceptable behaviour, whether physically or verbally will be given the opportunity to explain and justify their actions.
- 🐝 The key teacher will speak to the child with kindness and patience. We do not endorse harshness in any situation.

- 🐝 If the behavioural issue continues, the key teacher will raise the issue with the Manager/Deputy Manager.
- 🐝 The Manager/Deputy Manager will talk to the child – again with love and kindness
- 🐝 The Manager/Deputy Manager may at this point decide to speak to the parents so that the school and the parents can work in partnership to try and get to the root of the issue.
- 🐝 Ongoing behavioural concerns will be recorded on the “Child Behaviour” record and filed.
- 🐝 Children will also be encouraged to apologise to the child who has been hurt. Children’s apology that does not show they mean it, for example, apologising only in the hope of being able to continue playing will not be accepted and will be asked for another.
- 🐝 The child who has been hurt will be comforted by the adult and any first aid treatment will be applied if needed.
- 🐝 In extreme cases where children’s behaviour is totally unacceptable, a time out sanction may be given in order to calm down and reflect upon their actions. Where appropriate, this may be given with a book or alternative toy.
- 🐝 The adult must acknowledge and explain to the child that it is their action or behaviour that is not accepted not the child that is being rejected.
- 🐝 Once the child has rejoined the activity/ play session, the adult must ensure that the child is treated equally and not targeted for the behaviour that has just happened.
- 🐝 The staff at Buzybees Montessori must never threaten or punish, nor use or threaten any form of punishment which could have an adverse impact on the child’s well-being.
- 🐝 Physical intervention should only be used to manage a child’s behaviour if it is necessary to prevent personal injury to the child, other children or adult, to prevent serious damage to property, or in what would reasonably be regarded as exceptional circumstances.

## **STAFF RESPONSIBILITY**

### **LISTENING SKILLS - Golden Rules**

- 🐝 I keep my voice silent
- 🐝 I keep my hands and my feet to myself
- 🐝 I keep my body still
- 🐝 I look at the speaker
- 🐝 I listen to and think about what the speaker is saying.

This is important

- 🐝 To make sure that children know the Golden Rules.
- 🐝 To communicate with children in warm positive ways in order to build confidence and enhance self-esteem.
- 🐝 To teach children acceptable behaviours in order to create an atmosphere for learning and access to the curriculum.
- 🐝 To maintain a high standard of behaviour throughout the school.
- 🐝 To reward and reinforce appropriate behaviour and achievements with praise or stickers as appropriate.

- 🐝 To be consistent.
- 🐝 To make it clear that the behaviour, not the child, is unacceptable.
- 🐝 To ensure parents/carers are informed of issues that arise

### CHILDREN'S RESPONSIBILITY

- 🐝 To keep the Golden Rules and class/ school routines.
- 🐝 To reflect on how their actions can affect others.
- 🐝 To go to an adult if they have any concerns or worries.
- 🐝 To understand that breaking Golden Rules/name Calling/bullying is making the wrong choice.

### PARENT/CARER RESPONSIBILITY

- 🐝 To reinforce school rules.
- 🐝 To discuss concerns with the school.
- 🐝 To support the school and child in regard to behaviour agreement.

### SANCTIONS

Appropriate sanctions are taken which might include: immediate reparation/apology where appropriate (e.g. saying sorry, inviting another to join a game); an initial warning to 'chose the right thing to do'; loss of Golden Time/minutes of playtime; involvement of Head teacher; reporting to parents.

**DEALING WITH AN INCIDENT** (particularly useful for incidents of bullying, racism, physical aggression)

#### Child A

- 🐝 Explains what happened.
- 🐝 Explains why they are unhappy/upset/frightened.

#### Child B

- 🐝 Listens to hear how their behaviour has affected the other child.
- 🐝 Explains what they were doing and why.
- 🐝 Both children discuss how this behaviour could be altered and work out a plan of action for next time.
- 🐝 Staffs monitor the situation where appropriate.
- 🐝 Parent/carer involvement as appropriate.

### MONITORING

Teachers will record the loss of Golden Time in order to observe patterns of behaviour over time. Head teacher monitors lost Golden Time. Where concerns are raised parents/carers will be involved.

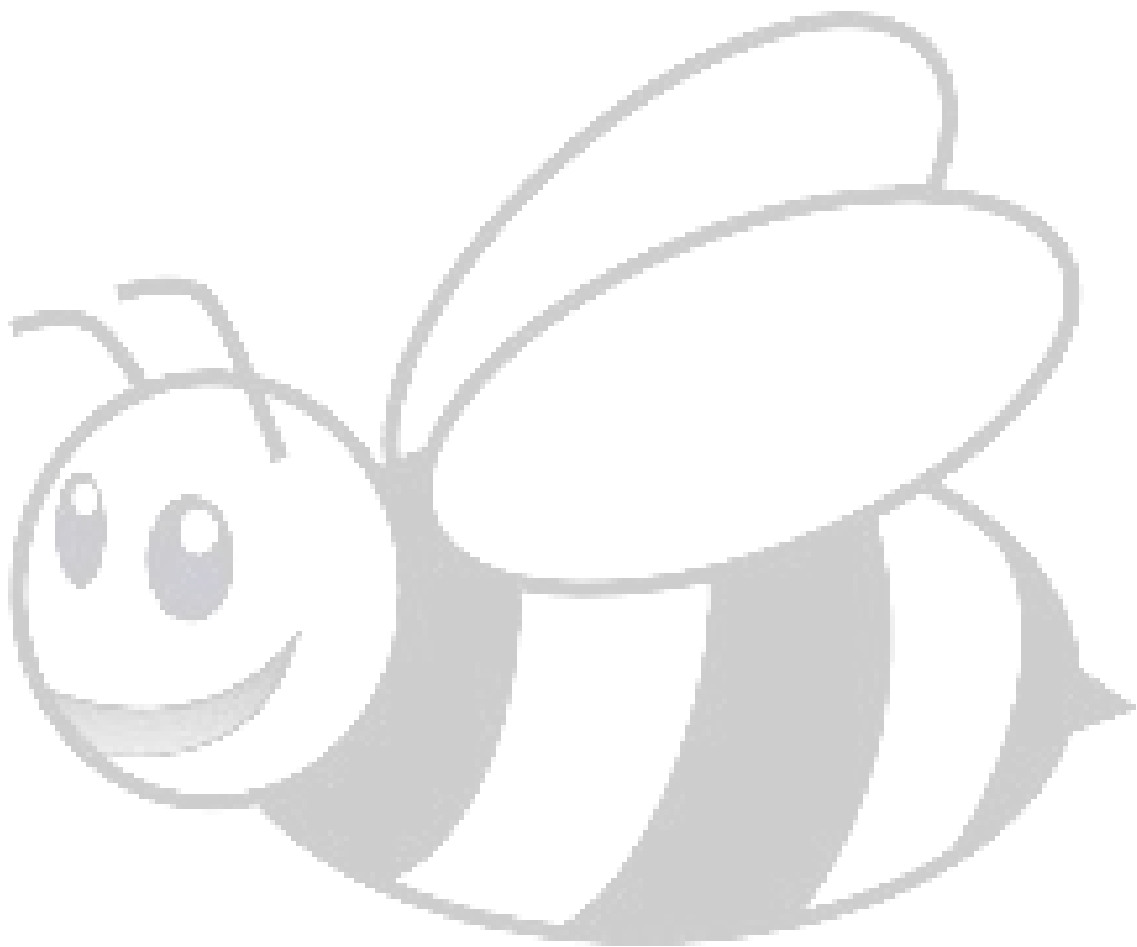
## OUTSIDE AGENCIES

Where inappropriate/unacceptable behaviour persists over time, the services of the Educational Psychologist, the school counsellor or other agencies may be called upon, after consultation with parents/carers.

## EXCLUSION

- 🐝 Exclusion procedures may be instituted in the event of persistent and continuous incidents or in the case of a particularly serious "one off" incident.
- 🐝 In the main, parents and children will have had warning that this is being considered.
- 🐝 The safeguarding policy will be invoked immediately if any member of staff is suspected of using inappropriate behaviour on any child in their care, the procedure will be followed and any parents informed.
- 🐝 We only use positive reinforcement when speaking to children about their behaviour; we do not use the words 'naughty' or any negative language. We never label the child with their behaviour.
- 🐝 If a child is consistently using inappropriate behaviour a "Child Behaviour" record will be filled out so the staff can see what is happening before the behaviour is displayed and at what time of day it is occurring. If a pattern of behaviour is identified a strategy can be put in place to deal with the cause of the problem. If necessary, help and advice will be taken from professionals such as Educational Psychologists or the Local Authority Inclusion Team and we will work in partnership with the parents throughout this process.





## 7. CHILDHOOD SPIRITUALITY POLICY

We operate within the guidelines of the Montessori Method of Education and Philosophy. The philosophy includes:

- 🐝 Individual needs of the child
- 🐝 Holistic development of the child
- 🐝 Spiritual development of the child

At Buzybees we take the spirit of the child very seriously and encourage all staff to be aware of the importance of nurturing and protecting the spirit of the child. It is important to remember that at this age children are pure and it is the adult that taints this purity. We, at Buzybees, recognise this purity and try and learn from it rather than impose our own impurities on the child.

This is achieved in the following way:

- 🐝 All children are treated as individuals
- 🐝 The holistic development of the child is at the forefront of all activities
- 🐝 Children are treated with respect and their dignity is protected
- 🐝 Children are listened to and their opinions and ideas are respected
- 🐝 Children are encouraged to express their feelings
- 🐝 Values are an integral part of the Buzybees environment and children are treated within the values guidelines
- 🐝 Every child matters
- 🐝 Every child is unique
- 🐝 Children are treated as equals
- 🐝 Children are allowed to share their own experiences
- 🐝 Children are allowed to experiment within boundaries of adult supervision
- 🐝 We never label a child as naughty and this word isn't in our dictionary

Our aim is that parents continue this nurturing at home so that there is continuity for the child and this is an area of key focus when speaking to new parents.



## 8. CLASSROOM OBSERVATION POLICY

In order to ensure that all teachers are fully integrated with the whole school rather than only focused on certain key areas or key children, we encourage all teachers to participate in classroom and children observations.

Observation is an important tool in allowing teachers to follow the child in his / her learning. Dr Montessori believed that the 3 most important aspects of the Montessori classroom, in conjunction with the EYFS, are:

- Observation
- Observation
- Observation

It is her belief and the belief of the Buzybees team that without observation, teachers will not be able to understand the different learning abilities and holistic development of the children.

Observation is carried out in the following ways:

- 🐝 Individual child observations
- 🐝 Group observations
- 🐝 Peer observations

Teacher's observations of children are added to the child's record card and all information received on observation is shared in the weekly staff meeting. It is important also that the teachers correlate their observations with any feedback from the parents. In addition the observations must be used to tailor your Individual Learning Plans to the individual child. The success of observation is realized when the teacher successfully uses the information to advance the class and add to the child's individual development in the classroom.





## 9 COMPASSIONATE LEAVE POLICY

'Compassionate leave' is a term used to describe time off work to cope with personal circumstances. There is a statutory right called 'time off for dependants' which gives you the right to unpaid time off in some circumstances. When this right doesn't apply you will have to see what compassionate leave scheme your employer offers.

If you are an 'employee', you have the right to unpaid time off work to deal with emergencies involving a 'dependant' - a husband, wife, child or parent, or anyone living in your household as a member of the family. A dependant may also be anyone who reasonably relies on you for assistance. The right is not for long term care arrangements such as childcare or nursing a sick relative.

### **Letting your employer know about taking time off**

You can take time off regardless of your length of service. If you do, you should let your employer know as soon as you can.

### **How much time you're allowed to take off**

You are allowed 'reasonable' time off. There's no set amount of time allowed to deal with an unexpected event involving a dependant - it will vary depending on what the event is. You're allowed to take a reasonable amount of time to deal with it and to make any arrangements that are needed.

There's no limit to the number of times you can take time off, provided its for real emergencies. If we feel that you are taking more time off than we can cope with, we will warn you of this.

### **Keeping disruption to a minimum**

Try to cause as little disruption to the school as possible. For example, if your mother's day care has unexpectedly quit, try to get other family members to look after her instead of you while you look for a replacement.

### **Problems not involving a dependant**

You don't have the right to time off for every problem. A burst boiler at home or problems with your dog don't count as neither involves a dependant.

Time off to care for people who don't count as a dependant (accompanying a friend to hospital for example) aren't covered.



## 10 COMPLAINTS POLICY.

Buzybees Montessori School aims to provide a safe, stimulating and caring environment where children and their families feel welcome and valued. We believe in working together with parents to ensure their children's needs are identified.

We welcome comments from parents about our provision and recognize parents are the prime educators of their child. We respect their comments, whether negative or positive, and that they are no doubt made with the child's interest at heart.

Positive comments are a good way for parents to let the School know their work is valued and appreciated and give everyone concerned the chance to build on good practice which promotes development.

Parents who have concerns/complaints should first talk to the Manager/Deputy Manager. Concerns/complaints should be expressed as soon as they arise as in most cases problems can be sorted out quickly and amicably. Any problems should be resolved within a reasonable timescale. Occasionally the Manager/Deputy Manager may need to consult the class teacher and if necessary arrange a meeting with everyone concerned.

All complaints are recorded in writing and investigated. *Official complaints that require investigation are kept in a separate Complaints File.*

**The School has a Comment and Complaints Book which is available to parents at all times.**

In the event of an unresolved problem the School may want to seek advice from organizations such as the Early Years Advisory Team or other legal bodies.

For the information of parents/carers:

The Buzybees Montessori School OFSTED setting number is: EY484761

The OFSTED (Office for Standards in Education) address and telephone number is:

Early Years Complaints Help Line

**Ofsted**

**Piccadilly Gate, Store Street,**

**Manchester, M1 2WD**

**0300 123 1231**

It is the Manager's/Deputy Manager's policy to make every effort that when a child leaves Buzybees Montessori School both child and parents are happy and satisfied.

## Complaints made against staff

- 🐝 Ask parent to put it in writing at the beginning and refer parent to the Complaints Policy (which they will have received when the child started at the school) setting out the school's obligations, procedure and time frame.
- 🐝 The Manager/ Deputy Manager will tell the person who complained that she will look into it.
- 🐝 Manager/ Deputy Manager then talks to the member of staff concerned. The Manager /Manager will listen to the member of staff and may need to speak to all members of staff to get a clear picture if someone else witnessed something.
- 🐝 If possible sort out complaint straight away and get back to the person who made complaint (remember: the school has up to 28 days to investigate)
- 🐝 Record complaint in Complaints File and a copy in individual teacher file.
- 🐝 If necessary refer to Contract of Employment (i.e. Capability, Grievance or Disciplinary)

## Complaints Record (see form)

### Source of Complaint

Record who made the complaint (see form) but not mentioning a specific name.

### Nature of Complaint

- 🐝 This is for complaints relating to the national standards (see form)
- 🐝 Record here one or more national standards to which the complaint refers.
- 🐝 Give details of the complaint.
- 🐝 Refer to your national standards and the accompanying guidance.
- 🐝 Record all details associated with the complaint, taking care *not* to name individuals, e.g. Use 'child A' 'staff member B'

### How it was dealt with

- 🐝 Provide information on how the complaint was investigated. Need to record
- 🐝 Process taken to ensure complaint was fully investigated, e.g. Interviews, records
- 🐝 Who was involved in the investigation without identifying any individuals named in the complaint including staff or any child
- 🐝 Any referrals made to an external agency, e.g. Social Services etc.

### Action and Outcomes

- 🐝 Provide details about the outcome of the investigation. Need to record:
- 🐝 Any action(s) identified by Buzybees Montessori School
- 🐝 Any actions set or taken by OFSTED
- 🐝 Any action taken by an another external agency
- 🐝 Outcome of Buzybees investigation, identifying areas where feel improvements to provision could be made
- 🐝 If any staff members are dismissed (see Staff Contract on Disciplinary Procedures etc) for misconduct, because they placed a child at risk of significant harm, you may need to refer the individual for inclusion onto the Protection of Children Act (POCA). Can ring OFSTED on 0300 123 4666

**On receiving a complaint we will:**

- 👂 Provide the parent who made the complaint with an account of the findings and of any actions taken (if any) as a result within 28 days from the date the complaint was made.
- 👂 If necessary and appropriate send a separate letter to the parent who made the complaint by giving more detail.
- 👂 Make and keep a written record of complaints, any actions taken, and the outcome of any investigation (see Complaints Records Form in File). Any parent of a child who attends the Montessori may request to see this form.
- 👂 Retain records for a period of 10 years from the date the record was made

**COMPLAINTS RECORD**

Date of Complaint	Ofsted Complaint Number (where applicable)
-------------------	--

**A. Source of Complaint**

<b>Parent (in person)</b>	<b>Staff member</b>
<b>Parent (in writing)</b>	<b>Anonymous</b>
<b>Parent (phone call)</b>	<b>Ofsted</b>
	<b>Other (please state)</b>

Please write brief details of the complaint:

**C. How it was dealt with**

Internal Investigation	Investigation by Ofsted	Investigation by other <b>Agencies</b> (please state)
------------------------	-------------------------	---

Please give brief details:

**Actions and Outcomes**

Internal actions	Actions agreed with Ofsted	<b>Changes to conditions of registration</b>
Other action taken by Ofsted	No   action	

Please give brief details:

Name of recorder .....

Notified to Ofsted    **Yes**                    **No**                    Date .....

Signature .....                    Date completed .....

**RECORDING COMPLAINTS**

Date of complaint
-------------------

Name of person making complaint	Name of child
---------------------------------	---------------

Nature of complaint:

<b>The premises</b>	<b>Actual</b>
<b>The staff</b>	<b>Perceived</b>
<b>Any aspect of the service being provided</b>	

Is there a concern that a child may be at risk of 'significant harm' (i.e. a child protection issue)? Yes | No

Is there a need to take immediate action in either case to protect the child?

Yes | No

If yes, what immediate action is to be taken?

--

Details of the complaint – what happened, where and when the alleged incident took place and who was involved

--

**How will the complaint be investigated?**

<b>Mediation</b> – i.e. talking to individuals involved to achieve an amicable resolution
<b>Referral to Manager/Manager</b>
<b>Formal investigation</b> – interviewing staff/others (witnesses) involved and taking written statements, making a final outcome report and feeding back to parent
<b>Referral to Social Services department</b> (if the issues concern possible Child Protection matters)

**Date agreed to feedback to parent/complainant** .....

**Outcome**

What was the result of the investigation of the complaint?

--

**List any actions to be taken to ensure the matter is resolved and does not happen again**

--

**Date completed** .....

<b>Manager/Manager's Name</b>	<b>Signature</b>
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<b>Name of parent/complainant</b>	<b>Signature</b>
-----------------------------------	------------------

*Completed forms should be kept in the child's file*







## 11 CONFIDENTIALITY POLICY

To meet the needs of all children in our care, it is important to share information with parents and with one another in order to support the child's development. It may also be necessary in some circumstances for Buzybees to seek the help and advice from outside professionals. If this action is taken, the parent / carers permission will first be sought.

Any information will need to be on a need to know basis and will be kept confidential. Buzybees Montessori, it is paramount that we protect the affairs of the children, families, staff and the company's interests and rights.

In order to do this, we require all employees to keep any information that you have gained or learned during your employment strictly confidential.

This includes any information relating to the following:

-  Company
-  Employees
-  Customers
-  Business
-  Accounts
-  Finance

Employees of Buzybees Montessori are not authorised at any point to make or copy or abstract any document or part of it relating to the business or the company itself.

All information concerning the children and their families is to be kept strictly confidential

Information concerning salaries or contracts of employment is NOT to be discussed or shared with work colleagues or customers within the company

All staff is required to sign a confidentiality agreement prior to the commencement of their employment

**THE DISCIPLINARY PROCEDURE WILL BE FOLLOWED IF THE CONFIDENTIALITY POLICY IS BREACHED.**



Name	Position	Signature	Date
	Director		
	Directress		
	Manager/Manager		
	Asst.Manager		
	Room Leader / S.Teacher.		
	Room Leader / S.Teacher.		
	Room Leader / S.Teacher.		
	Teachers Assistant		
	Teachers Assistant		
	Teachers Assistant		
	Teachers Assistant		
	Teachers Asst/Montessori nurse		
	Teachers Asst/Montessori nurse		
	Teachers Asst/Montessori nurse		
	Teachers Asst/Montessori nurse		
	Trainee		
	Trainee		
	Chef / catering assistant		
	Chef / catering assistant		
	Cleaner.		

## 12 DATA PROTECTION POLICY




The Data Protection Act 1998 came into force on 1 March 2000 and superseded the Data Protection Act 1984. The purpose of the Act is to protect the rights and privacy of individuals, and to ensure that data about them are not processed without their knowledge and are processed with their consent wherever possible. The Act covers personal data relating to living individuals, and defines a category of sensitive personal data which are subject to more stringent conditions on their processing than other personal data. The School is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data.

### 1. Scope of the policy

The Data Protection Act applies to electronic and paper records held in structured filing systems containing personal data, meaning data which relates to living individuals who can be identified from the data. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings. The School collects a large amount of personal data every year including: staff records, names and addresses of those requesting prospectuses, references, fee collection as well as the many different types of research data used by the School.

### 2. Responsibilities

2.1 Data Protection means that the School must:

-  Manage and process personal data properly
-  Protect the individual's rights to privacy
-  Provide an individual with access to all personal information held on them

2.2 The School has a legal responsibility to comply with the Act. The Manager/ Deputy Manager have overall responsibility for this policy

2.4 The Manager is responsible for drawing up guidance on good data protection practice and promoting compliance with this guidance through advising staff on the creation, maintenance, storage and retention of their records which contain personal information.

2.5 Every member of staff that holds information about identifiable living individuals has to comply with data protection in managing that information. Individuals can be liable for breaches of the Act.

### 3. Relationship with existing policies

This policy has been formulated within the context of the Buzybees Confidentiality Policy.

### 13. DRINKING WATER POLICY

At Buzybees the children and staff have free access to clean drinking water. The children are made aware of and encouraged that drinking water is available at all times while on the school premises.

- 🐝 Children will be assisted in obtaining a drink of water should they need help
- 🐝 Children are encouraged to ask for water when they require it
- 🐝 The intake of water will be monitored by the staff

Buzybees is aware of report that some children behave in an increasingly hyperactive manner after drinking orange juice and other similar products which contain artificial additives designated by E numbers. Buzybees therefore only offers water to children throughout the day.

Parents are made aware of this policy when first applying for a child to come Buzybees and encouraged not to send other drinks. Fizzy drinks are strictly prohibited.



## 14. EMERGENCY TREATMENT POLICY

Buzybees recognise that even with all the safety measures in place, accidents and emergencies can arise. We therefore operate an emergency treatment policy within the school. If for any reason a child is required to receive emergency treatment it is the responsibility of the staff to ensure that the correct emergency service is contacted

All parents sign emergency treatment consent as part of the application process prior to the child beginning at Buzybees. This consent gives Buzybees permission to take the necessary action in the absence of the parent should any accidents occur. This may involve:

- 🐝 Medical care
- 🐝 Taking the child to the doctor
- 🐝 Calling the ambulance and taking the child to the hospital

### **Please note the following:**

- 🐝 Children will only be taken to hospital by ambulance
- 🐝 A teacher will ride with the child in the ambulance.
- 🐝 All attempts will be made to contact the parent if such an occurrence should arise
- 🐝 A teacher will stay with the child until a parent / carer arrives
- 🐝 The teacher will consent with the Doctor to take the necessary action for the wellbeing of the child











## 15. EQUALITY OF OPPORTUNITY POLICY

Buzybees respects and values our multi-cultural society and ensures that there is equality of access, expression and quality for all who come into contact with our work. We are committed to actively promoting the value of "Difference" and this will be reflected in all our communication with each other as teachers, students, children and parents / carers. The activities provided for the children will encourage and support diversity and will encourage each individual child to meet their full potential. We will ensure that all children at Buzybees are able to enjoy and play and all parents / carers are able to visit the school without discrimination.

Further to this, we intend to meet all individual needs, to ensure equality of access as much as possible. We are committed to the Manager that any behaviour, language or action that creates discrimination or disadvantage or is designed to be offensive to any group which experience discrimination, will be challenged directly and will not be tolerated.

Our complaints procedure, code of conduct and procedure for dealing with challenging behaviour will help us implement this policy.

Buzybees promotes equality of opportunity and challenges all forms of prejudice throughout our work, with particular regard to the following:

-  Recruitment of teachers, students and volunteers
-  Training and staff development
-  Monitoring and evaluation of work
-  Programmes and activities
-  Work with other organisations and agencies
-  The physical environment
-  Resources and equipment
-  Communication and support

### Children

Buzybees aims to demonstrate through its work that it positively values and respects children of all ethnic origins / racial groups, religions, cultures, linguistic backgrounds, socio-economic groups and abilities. Children of both sexes are positively encouraged by staff to participate in all activities.

Buzybees considers it important to provide a range of experiences and an environment that will instil, in the children, a positive outlook towards people in our society whom they may see as different from themselves.

Please see Guidelines on The Discrimination and Disability Act 1995 for details. The duties set within this act will have an impact on this policy and its implementation and we will ensure that their implementation is monitored, reviewed and changed if necessary.

**Buzybees will ensure that:**

- 🐝 All equipment will be chosen with the differing needs of children in mind
- 🐝 Displays will show and reflect a positive image towards the world in which we live
- 🐝 Books will be chosen to meet all the children's ages and abilities and to reflect the many differing lifestyles that are in our society
- 🐝 Food tasting and discussions around different parts of the world will encompass all cultures, countries and religions
- 🐝 Practises which unnecessarily separate children according to their gender, ability or race will be avoided
- 🐝 Use of language will be monitored – for examples statements such as “boys don't cry”; “you are too big to cry” will be avoided.
- 🐝 Non stereotypical role models will be provided where and when possible
- 🐝 Signs of prejudice in children will be gently questioned and openly discussed. Parents will be involved if deemed necessary.

**Staff**

- 🐝 It is the policy of Buzybees to positively value and respect people regardless of their gender, ethnic origins / racial groups, religions, cultures, socio-economic group, sexuality, age, family situation or linguistic backgrounds.
- 🐝 A member of staff is employed is employed s/he is considered to be the best person for the job.



## 16 ESSENTIAL RECORDS POLICY

The following records must be kept on the premises at all times:

- 🐝 Name, home address and date of birth of each child registered at Buzybees.
- 🐝 Name, home address and telephone number of a parent of each child registered
- 🐝 Name, home address and telephone numbers of all staff
- 🐝 Name and contact numbers of all persons authorised to collect a child
- 🐝 Details of any person who will be in unsupervised contact with children at any time (including for example the member of staff who will stay behind in the event of a child not being collected)
- 🐝 Daily record of children on the premises and their hours of attendance
- 🐝 Record of any incidents and accidents
- 🐝 Records of any medicines administered to children at the request of parents
- 🐝 Procedures for and record of any fire or accident
- 🐝 Procedures to be followed in the event of any parent failing to collect a child
- 🐝 Procedures to follow in the event of a child being lost
- 🐝 Record of any complaints from a parent about the service offered by Buzybees
- 🐝 Procedures for the protection of children in the event of an allegation of abuse or neglect.
- 🐝 Copy of the standard contract with parents.
- 🐝 Staff rotas and cover for staff illness
- 🐝 Qualifications of everyone employed in the facility
- 🐝 Maintenance and cleaning of premises and equipment log
- 🐝 Gas and electrical safety check
- 🐝 Collection of children procedures in an event of an emergency.








## 17 FIRE POLICY



### Policy.

Buzybees committed to ensure that the children in our care are kept safe from the threat of fire at all times. We deal with a fire in an efficient and clam fashion.





### Procedure

-  All staff must familiarise with the School's emergency procedures to minimise the dangers caused by fire.
-  All staff should also be aware of the nearest fire extinguisher to your work location, its type and know how to operate it.
-  The key to the garden door is hanging on a hook next to the door frame in the Room 1 & Baby unit. This key unlocks the padlock on the garden gate.
-  Regular fire drills (twice term) will be held to ensure the School's fire procedures are effective and to ensure the children and staff are familiar with them. These drills are important and must be taken seriously. All children are made aware of the sound of the smoke alarm; learn about fire safety and what to do in case of fire.
-  If you or any of the children have any mobility problems you should notify the Manager so that she can take special care and attention to assist you in evacuating the building.

### On discovering a fire





-  Immediately operate the smoke alarm next to the kitchen door.
-  Leave the building after shutting any doors adjoining the area in which the fire is situated, if you can do so without taking any personal risks.

### On getting the instruction to Evacuate

-  Leave the building immediately
-  Continue to leave the building, even if there is only an intermittent ringing of bells or if the bells stop ringing altogether.
-  Take register and visitors book
-  Go to the assembly point (Point "A" play area at rear of school) and report to the Manager/Deputy Manager

### Do not stop to collect personal belongings or do no re-enter the building

### Calling the Fire Brigade

-  The Manager will ring the fire Brigade immediately when the alarm sounds.
-  Once at the Assembly Point the senior person present will check this has been done and, if not, will call the Fire Brigade
-  To call the Fire Brigade:
-  Lift receiver and dial 999
  1. Give the Operator our telephone number (07828719896) and ask for 'Fire'
  2. When the Fire Brigade replies, say distinctly 'Fire at' and give our address :  
Buzybees ,Church field Close, North Harrow,HA2 6BD

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE



## Points to Note

- 🐝 Stay calm ensuring the children are not frightened.
- 🐝 Leave the building via the door leading to the garden. The assembly point is: **THE PLAY GROUND POINT "A"**
- 🐝 Report to the person in charge of the assembly point who is: **Mr.Devinde (or most senior teacher in Mr.Devinde's absence)**
- 🐝 Below is the list of Teachers and their duties in case of fire:
  - Devinde : Telephone the fire brigade
  - Devinde : Check both the cloakrooms
  - Lakna/Nabeela : Open the fire exit door
  - Lakna/Nabeela : Guide the children to the fire exit

Once the children and teachers are at the assembly point, count the children and adults and take a register. Wait for the fire brigade ensuring the teachers and children are safe and calm.

## Fire Evacuation Plan

- 🐝 Fire Alarm to be activated immediately, by pushing button on red fire point.
- 🐝 Staff and children to leave calmly through nearest fire exit, indicated by green exit signs. Only taking the children from their room.
- 🐝 Senior staff member to undertake a final check of room, collect room registers and close all fire doors behind them.
- 🐝 Manager/Deputy to take mobile phone and children's contact details, visitor's book and any outings sheets.
- 🐝 Once outside children to be placed in room groups and registers to be taken headcount completed of staff and children.
- 🐝 Manager/deputy to take a final role call and headcount of all staff and children.
- 🐝 All staff to stay with children in their groups and take regular headcounts
- 🐝 Continue with activities in order to keep the children quiet and calm.

If the building is deemed un-safe children and staff, one member of staff from each room uses a mobile phone to contact parents of their room only.

No one is to re enter the building until authorised by a Fire officer or Manager/Deputy.

## Fighting the Fire

- 🐝 DO NOT RISK AVOIDABLE PERSONAL INJURY
- 🐝 If you need to take action to fight the fire, to enable you to leave the building, there is fire fighting equipment available in the school

## All Clear

DO NOT RE-ENTER THE BUILDING UNTIL PERMISSION HAS BEEN GIVEN TO DO SO

The Manager/ Deputy Manager will be responsible for supervising the evacuation of areas ensuring all staff; children and visitors are assisted from evacuating the building and taken to the assembly point.

Each key teacher should check all his / her children are accounted for

## Fire Safety Officer: Nabeela

## 18 FIRST AID POLICY

### Policy statement

Staffs are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

These procedures are written in line with current guidance Early Years Foundation Stage – (EYFS). The nursery manager is responsible for ensuring all staff understand and follow these procedures.

### 3. Equipment and Procedures

#### 3.1 The First Aid Kit

The first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (at least one should be sterile) - x 4;
- Sterile dressings;
- Small (formerly Medium No 8) - x 3;
- Medium (formerly Large No 9) – HSE 1 - x 3;
- Large (formerly Extra Large No 3) – HSE 2 - x 3;
- Composite pack containing 20 assorted (individually-wrapped) plasters;
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing 2;
- Container or 6 safety pins 1; and
- Guidance card as recommended by HSE 1.

#### 3.2 In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves;
  - 1 plastic disposable apron; and
  - A children's forehead 'strip' thermometer.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
  - No un-prescribed medication is given to children, parents or staff.
  - At the time of acceptance to the nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

First Aid Page 3 of 5

- Parents sign a consent form at registration allowing staff to take their child to the Nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

### 4. Disseminating and Implementing this Policy

All nursery staff will be required to read this policy on their induction and to comply with the contents of the policy. The policy will be kept in the policy folder and will be available for staff to refer to at all times.

The implementation of the policy will be monitored by nursery staff on a day to day basis.

If incidences of non-compliance do occur, this will be dealt with on a case by case basis  
Through performance management of staff.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for  
Purpose.

The policy will be formally reviewed at least every three years.

## 19. HEAD LICE POLICY

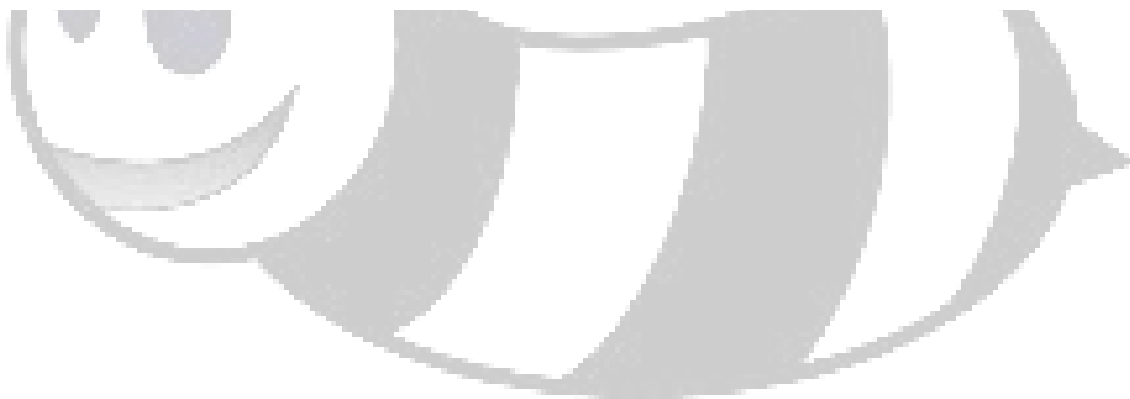
Head lice are a problem that can sometimes occur in the Montessori and if left untreated can spread rapidly.

If head lice are found on a child they should be kept at home and treated and the Montessori notified. The Montessori will be able to state when a child is able to return. (Exclusion time will differ according to which method of treatment is used).

If a child is found to have head lice in the Montessori, parents or carers will be contacted to collect their children as soon as possible.

We can control the possibility of Head Lice at the Montessori by following a simple weekly process of "wet combing." If all parents follow this process we could hopefully eliminate any instance of Head Lice in the Montessori.

'Wet combing' involves washing the hair and applying conditioner, then combing through with a wide-tooth comb to remove tangles. Taking a section at a time, a fine tooth detection comb is then pulled downwards through the hair, keeping the comb close to the scalp (where head lice are often located). The comb is checked for lice after each section. The comb must be fine enough to catch the lice and a pharmacist should be able to recommend a comb for this purpose, if parents are in any doubt. This process should be completed weekly. If head lice are found, all other family members should be checked and, if necessary, treated. Checks should be continued following treatment to ensure that it has been effective and to detect any Re-infection.



## 20 HEALTHY EATING POLICY

### Policy

At Buzybees we promote healthy eating as a way of encouraging a healthy lifestyle .We provide meals are healthy, balanced and nutritious







### Procedures

- 🐝 Before a child is admitted to the setting we obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements.
- 🐝 Fresh drinking water is available and accessible at all times.
- 🐝 We record and act on information from parents and carers about a child's dietary needs.
- 🐝 Our kitchen and food preparation area is adequately equipped to provide hygienic healthy meals, snacks and drinks for children as necessary and has suitable sterilisation equipment for babies' food.
- 🐝 All staff involved in preparing and handling food has received training in food hygiene.
- 🐝 We notify Ofsted of any food poisoning affecting two or more children in any event within 14 days of the incident.
- 🐝 We have planned a menu that consists of a large variety of balanced meals for the children that include at least two helpings of their daily fruit and vegetables in each meal.
- 🐝 Our puddings, while they are sweet, they also provide an additional source of fruit for the children.
- 🐝 We encourage the intake of calcium for the children by supplying full fat milk for snack times and for breakfast; we also have included yoghurt on the menu frequently.
- 🐝 We provide a variety of fresh fruits ,biscuits or cakes for snack
- 🐝 If it is a child's birthday, parents are very welcome to bring a cake in to sing happy birthday, but the cake will be cut up and sent home with the children rather than consumed at the setting.
- 🐝 Parents are welcome to supply sweets for a birthday or other occasion however these will be sent home at the end of the day and not consumed at the setting.
- 🐝 We use stickers and positive reinforcement as a way to encourage and reward children never sweets.
- 🐝 We ask parents not to allow their child to bring sweets, crisps or biscuits into the setting as they will be stored away from reach until it is time to go home.
- 🐝 Fizzy drinks are not allowed at the setting.
- 🐝 Nuts are not allowed at any time.
- 🐝 We include the growing of fruit, vegetables and herbs in the curriculum to increase the children's awareness and encourage and develop an interest in the product itself.

## 21. HEALTHY ENVIRONMENT POLICY

In line with our overall philosophy, as well as a safe and loving environment we work to create a healthy environment in which children can flourish.

We encourage a healthy balance within the school between physical and other activities whilst encouraging children to eat a healthy meal. We also have fresh and dry fruits for snack times as well as filtered water. The following policies support our healthy environment policy:

-  Health and safety policy
-  Healthy eating policy
-  Drinking Water policy
-  Outdoor play policy
-  Safe equipment policy
-  Safe environment policy

## 22. HEALTH & SAFETY POLICY

### Policy

We at Buzybees are committed to provide a safe, clean and healthy environment on our premises for all Staff and children and will maintain standards of Health and Safety at Work Act 1974 to ensure the welfare of all Staff, children and visitors.

This commitment to health and safety is the responsibility of all staff. It will be the duty of the Manager/Deputy Manger to ensure that policy is upheld at all times.

### Procedure / Buzybees Responsibility

The safety of young children is of paramount importance, and in order to ensure the safety of both children and adults, the Montessori will ensure that:

- 🐝 Assessing the risk to the health and safety of staff and others who may be affected and identifying what measures are needed to comply with its health and safety obligations
- 🐝 Carrying out risk assessments for every aspect of the Montessori that the staff, children and any visitors may come into contact with on a daily basis. Explaining how potential risks will be controlled and what precautions will be put in place to stop it.
- 🐝 Providing and maintaining locations, equipment, and systems of work that are safe and without risks to health
- 🐝 Ensuring that all necessary safety devices are installed and maintained on equipment
- 🐝 Providing information, instruction, training and supervision in safe working methods and procedures
- 🐝 Providing and maintaining a healthy and safe place of work
- 🐝 Promoting the co-operation of all staff to ensure safe and healthy conditions and systems of work by discussion
- 🐝 Establishing emergency procedures as required;
- 🐝 Monitoring and reviewing the management of health and safety at work
- 🐝 Keeping this safety policy under review and making any revision it deems Buzybees from time to time. All such revisions will be brought to the attention of those affected
- 🐝 All children are supervised by staff at all times and will always be within the site of the staff
- 🐝 A book is available at each session for the recording and reporting of accidents and incidents
- 🐝 Regular safety monitoring will include checking of the accident and incident record
- 🐝 All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods
- 🐝 Children will leave the Buzybees only with authorized adults
- 🐝 Safety checks on premises, both outdoors and indoors, are made before every day / session
- 🐝 The main entrance is locked as soon as the children arrive.
- 🐝 Radiators are wall mounted / Covered and out of reach of the children
- 🐝 Outdoor area is securely fenced
- 🐝 The layout of the Montessori and space allows children and adults to move freely between activities
- 🐝 Fire doors are never obstructed and are clearly marked
- 🐝 Three smoke detectors are operating in the Buzybees.
- 🐝 Electric points and leads are adequately covered
- 🐝 All dangerous materials, including medicine and cleaning materials are stored out of reach of children
- 🐝 Children do not have unsupervised access to the kitchen

- 🐝 Adults do not walk with hot drinks or place hot drinks within reach of children
- 🐝 A visitors book is maintained to record any comings and goings from the Buzybees
- 🐝 There is a no smoking policy in Buzybees
- 🐝 A fully stocked first aid box is available at all times
- 🐝 There is a staff ratio of 1:6 at all times
- 🐝 Large equipment is erected with care and checked regularly
- 🐝 Activities such as cooking and energetic play are closely supervised
- 🐝 On outings, the adult ratio will be 1:2
- 🐝 Internal safety gates are in use
- 🐝 The premises are checked before locking up at the end of the day
- 🐝 Fire drills are held once a month
- 🐝 Provide free of charge, health and safety training which includes manual handling, first aid, fire marshal training and food hygiene.
- 🐝 Provide free of charge, personal, protective equipment and clothing which includes gloves, aprons, alcohol gel and uniform.
- 🐝 Provide toilets, washing facilities and drinking water.
- 🐝 Provide adequate first aid facilities.
- 🐝 Have Public Liability insurance that covers all employees in case they become ill or get hurt through work. A hard copy of this is displayed in the reception area on the wall.
- 🐝 Work with other employees or contractors to share information regarding The work place so that everyone's health and safety is protected.

### **Environment**

- 🐝 No food other than that provided by the Montessori is to be given to the children. We operate on a strict no nut policy with a food allergy management procedure in place that is closely monitored and adhered to at all time.
- 🐝 Staffs are not permitted to eat with the children with the exception to particular festivals such as Christmas. Staff must eat their food in the staff room or outside the premises on their lunch break only.
- 🐝 Any potential hazards whereby a child, employee or visitor could slip trip or fall are removed. All adults are responsible for ensuring their pathway is clear before proceeding.
- 🐝 All spillages must be cleared and cleaned immediately and a wet floor sign put in place.
- 🐝 Bodily fluids must not be cleaned without the protective clothing provided being worn.
- 🐝 Staffs are to encourage children to walk at all times, no running should be permitted throughout the Montessori.

### **Staff**

- 🐝 All staff holds an enhanced CRB certificate.
- 🐝 There is a strict no smoking policy in place that ensures a non smoking



**Premise.**

- 🐝 Mobile phones are not permitted within the Montessori at any time including the staff room. Phones are to be used outside the Montessori premises only.
- 🐝 Hot drinks are not permitted in the rooms with the children.
- 🐝 No inappropriate jewellery is to be worn by staff members. A wedding Ring, a watch and studded earrings are the only jewellery permitted whilst working with the Montessori.
- 🐝 Uniform is provided with the exception to shoes which must be flat and Sensible. Staff may wear open toe shoes and small high heeled shoes but at their own risk.
- 🐝 Staffs are not permitted to be on the premises alone at anytime with the Exception to the Director, Manager and Deputy Manager. Security and supervision:
- 🐝 Children are signed in and out of the Montessori on a daily basis.
- 🐝 Children will only leave the Montessori with an authorised carer.
- 🐝 The Montessori is operated by two levels of security, both of which are only accessible to staff and parents. The first being the external door which is operated by an entry code, parents and staff are asked to keep this security code confidential. The second being the door into the Montessori play rooms which are accessed by and can only be operated by staff.
- 🐝 All children are supervised by adults at all times and will always be in sight of an adult.
- 🐝 Required ratios are adhered to at all times with the exception to sleeping and resting periods.
- 🐝 Staffs are deployed appropriately to ensure the correct levels of qualified and unqualified staff.
- 🐝 Staffs work with children in small groups to ensure children's individual needs are met.
- 🐝 Sleeping children are to be checked and monitored every 10 minutes; this must be recorded and kept in each base rooms sleep folder.

**Accident reporting**

- 🐝 All accidents, however minor are recorded, and reported to the parent/carer and the manager or deputy manager. A signature from both of these is always obtained and the record stored in the nurseries accident folder.
- 🐝 If the accident/ incident become a regular occurrence a risk assessment is carried out to ensure a control measure is put in place.
- 🐝 Any accidents, incidents, hazards and dangerous occurrences are reported to RIDDOR where necessary and the incident number recorded. Ofsted are also notified at this time.

**First aid treatment**

- 🐝 First aid boxes are correctly stocked, checked once per month and stored in the children's rooms. An emergency supply is kept in the reception area along with the bum bag used for outings.
- 🐝 All staff are given appropriate training on how to administer first aid treatment and must familiarise themselves with this equipment.
- 🐝 The Montessori will administer medication to children that has been prescribed by a doctor, the only exception made, is for calpol which will only be administered to reduce a high fever.
- 🐝 Prior written consent must be obtained before administering any medicine to a child;

this includes non prescribed medicine such as calpol.

- 👤 All medicine must be clearly labelled with the name, date and dosage of the medication, along with the child's name. The original packaging must be present.
- 👤 It is ideal that a senior member of staff administers medication however; a Montessori practitioner may administer medicine if a senior member of staff is present. Medicine must not be administered without the management being aware beforehand.
- 👤 Ongoing prescribed medicine such as EpiPens are kept safely contained in a sealed box within the child's base room where it is easily accessed by an adult but out of reach of the children.
- 👤 Non prescribed medicine such as calpol is kept in a locked cabinet within the manager office.

### **Fire**

- 👤 A clearly defined fire evacuation plan is in place to ensure that all reasonable steps are in place ensuring the safety of children, staff, and others on the premises in case of a fire.
- 👤 Fire evacuation drills are carried out approximately every quarter along with when recruiting new employees. This is to ensure that all employees understand their roles and responsibilities in the event of a fire.
- 👤 Emergency break glass points are tested once every week on the same day and time to ensure consistency, however, if the alarms sound for longer than one minute the Montessori staff are to follow the fire evacuation procedure.
- 👤 Smoke detectors are checked once per year or every six months if the need arises.
- 👤 Details of the above are recorded in a fire log book along with any problems encountered and how they were resolved.
- 👤 All fire extinguishers are clearly labelled with instructions for use and checked once per year or every six months where the need arises. Staffs are given basic induction training showing them how to work a fire extinguisher, the different types and what they are used for.
- 👤 Fire blankets are also made accessible and displayed nearby with instructions on how to use them.
- 👤 All fire exits within the Montessori are clearly labelled and identifiable; fire doors are kept free from obstruction and easily opened from the inside.
- 👤 All electrical plug sockets are protected by safety plugs, any heater used  
Are safely guarded and all trailing cables are protected by cable trunking.



### **Staff Responsibility**

The above policy needs the full co-operation of all Staff who is expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, all Staff must:

Comply with any safety instructions and directions issued by the School

- 👤 Take reasonable care for their health and safety and the health and safety of other persons who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- 👤 Following the training received by your employer and co operate with them.
- 👤 Taking reasonable care of your own and other people's health and safety.
- 👤 Report any work related issues that you feel put your or anyone else's Health and safety

at serious risk.

-  Read and understand the health and safety policy and adhere to it.
-  Comply with the manual handling training received.















If there is a problem:

Talk to your employer

Look at the HSE website on [www.hse.gov.uk](http://www.hse.gov.uk)

Contact the HSE info line on 08453450055






### **Risk Assessments**






-  Risk assessments cover anything that a child may come into contact with and are reviewed regularly at least once per year or every six months if the need arises.
-  Any potential hazards to children both indoors and outdoors are kept to a minimum through an effective risk management process.
-  Equipment is checked regularly and any dangerous items are repaired or discarded
-  All risk assessments identifying aspects of the environment that need to be checked on a daily basis are recorded. Copies of these checks are kept in each individual room with an initial of who exactly carried out the check.
-  The premises, toys and equipment is cleaned daily and recorded on a monthly/daily basis.
-  COSHH is recorded and stored appropriately for all staff and or visitors to see and understand the potential hazard of the chemical.
-  Co-operate with the School to ensure that the aims of the Health and Safety Policy Statement are achieved
-  Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
-  Use equipment or protective clothing provided in accordance with the training you have received
-  Report any potential risk or hazard or malfunction of equipment to the Manager/ Deputy Manager
-  To ensure that appropriate identification is seen and checked when answering the door
-  Children to leave the premises only with authorized adults
-  The front door and gates are locked at all time
-  Hot drinks are not carried in the classroom

### **ADDENDUM TO HEALTH AND SAFETY POLICY**




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

Overall responsibility for health and safety in Buzybees is that of Nabeela – Manager/ Deputy Manager. The following people are responsible for health and safety in particular areas:

-  The Manager will be responsible for checking and replenishing the first aid box
-  The Manager is responsible for overseeing general health and safety within the Montessori
-  The Manager is responsible for arranging and documenting monthly fire drills
-  All staff have a responsibility to co-operate with the management to ensure Buzybees has a safe environment
-  All staff are responsible for daily risk assessments to ensure the safety of all equipment






-  All staff are responsible for ensuring that fire escapes, passageways and routes are clear at all times
-  The Manager or Asst.manager (if Manager not available) is responsible for ensuring all staff receive the necessary training on health and safety issues
-  The Manager or Asst.manager [if Manager not available] is responsible for ensuring all reported accidents are investigated and a full report made
-  The Manager or Asst.manager [if Manager not available] are responsible for reporting specified injuries, diseases and dangerous occurrences to the Local Authority and Environmental Health
-  All employees have a responsibility to co-operate together to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety issue that they are not able to put right themselves, they must immediately tell the appropriate person

## ACCIDENTS:







-  The First Aid Box, Accident File and Medication Files are all kept in the main office. All members of staff who hold the relevant first aid qualification will be responsible for administering first aid when needed.
-  All accidents no matter how small must be documented in the accident book. Both the parents and the member of staff responsible for the child's care must sign the accident book.
-  The administration of medicines including asthma pumps and epi-pens [if relevant] must be fully documented in the medication book. Emergency medication can be administered by a qualified member of staff, witnessed by a second member of staff, and documented for parents. All parties concerned must sign the medication book.

## Key areas of focus around the School:




### Outdoor Play

-  Children will have the opportunity to play in the fresh air throughout the year
-  Outdoor equipment if of high standard
-  The garden fence is over 5 foot high and secured
-  The children are never in the garden without teacher supervision
-  All staff is responsible for ensuring that the children are carefully monitored in the garden.

### Illness

-  Parents are asked to keep the children at home if they have any infection, and inform Buzybees as to the nature of the infection so that the Montessori can alert other parents if necessary.
-  Staff will make careful observation of any child who seems unwell and will contact the parent if deemed necessary
-  Parent are asked not to bring any child who has been vomiting or has had diarrhoea until at least 24 hours has elapsed since the last incident
-  Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.
-  If the child is on prescribed medication for a short term illness, the parents must keep the child at home until medication is completed.
-  In the case of the administration of life saving medication such as insulin, adrenalin injections or the use of inhalers, the position will be clarified by reference to the






Buzybees 's insurance company

-  Buzybees will ensure that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed until required.
-  All members of staff will monitor any child with a severe allergy
-  Buzybees will maintain links with health visitors and gather information and advice from the local health authority and / or other health agencies.







## Hygiene

To prevent the spread of infection, adults in Buzybees will ensure that the following good practices are observed.

### Personal Hygiene:

-  Hands must be washed after using the toilet. It is the staff's responsibility that soap and disposable hand towels are available.
-  Children with pierced ears are not allowed to try on or share other earrings.
-  A box of tissues is available at all times
-  Children are taught and encouraged to clean their own noses and cover their mouths when coughing or sneezing
-  Staff and volunteers should be fully aware of hygiene rules relating to bodily fluids such as blood, in particular reference to HIV and spread of infections












### Cleaning and Clearing:

-  Any spills of blood, vomit or excrement should be wiped (wearing gloves provided) with antiseptic cleaner and flushed down the toilet
-  Fabrics contaminated with bodily fluids should be rinsed in hot water and placed in a polythene bag
-  Spare clothing is available for all children – provided by the parents
-  All surfaces cleaned daily with an appropriate antiseptic cleaner
-  Toilets to be checked regularly through the day by staff and thoroughly cleaned with antiseptic cleaner / bleach at the end of each day.
-  Children are encouraged to wipe the toilet seat with a wet wipe (provided) before and after using the toilet

## Food









The Montessori will observe current legislation regarding food hygiene, registration and training.

In particular each adult will:

-  Always wash hands with soap and hot water before handling food and after using the toilet
-  Not be involved with the preparation of food if suffering from any infectious / contagious illness or skin problem.
-  Never cough or sneeze over food.
-  Use different cleaning cloths for kitchen and toilet areas.
-  Keep all foods in the refrigerator unless hot food provided in a thermos
-  Ensure waste is disposed of properly and out of the reach of children
-  A lid must be kept on the dustbin at all times and hands washed after using the bin
-  Fresh fruit and vegetables thoroughly washed before use
-  Tea towels washed regularly and stored in a dust free cupboard.
-  Cracked or chipped crockery will be discarded.
-  Children's allergies or religious / cultural food restrictions should be noted – in particular reference to food tasting







## Staff Health & Safety

Staff must ensure they are looking out for their own and the health of safety of their colleagues. In particular:

-  Hands must be washed with soap after using the toilet, preparing food or changing or cleaning a child
-  Sanitary towels must be disposed of in the appropriate sanitary bins in the toilet
-  When handling food, gloves must be worn
-  When changing children or cleaning spills of bodily fluids, gloves must be worn
-  Open wounds must be covered
-  Safety steps must be used when removing items from the top shelf in the storeroom
-  Two teachers must lift tables
-  When lifting children, the correct bending position must be adopted

## Reporting Accidents

If you or a child suffers an accident whilst on the Buzybees premises you must report that fact to the Manager/Asst.Manager or as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in the School's Accident Book. The following procedure must be followed in the event of an accident:

-  If a child or member of staff has an accident they will receive first aid by a member of staff trained in first aid
-  Gloves will be worn when dealing with blood or any other bodily fluids
-  The wound will be cleaned with sterile cloths or a cold compress applied. No ointments or plasters can be used.
-  If hospital attention is needed, the Manager / Deputy Manager will make that decision and will take the necessary action to take that person to hospital
-  If the accident has happened to a child, the parents will be informed immediately by the Manager.
-  An accident form will be completed and the accident will be recorded in the accident book. It will state the time it happened, the date, how it happened, first aid given and it will be signed by staff and parent / carer.

## First Aiders

-  Nabeela
-  Lakna
-  Devinde
-  Niranjala
-  Jeevani




Any failure by a member of staff to comply with any aspect of the School's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the school as misconduct which will be dealt with under the terms of the Buzybees's disciplinary procedure.

## GENERAL FIRE SAFETY:

Staff must ensure they are fully versed on the fire regulations, which are displayed in the



foyer. The fire escape route via the baby unit and doorways must at all times remain clear of obstructions. Fire drill practice is carried out every month and recorded in the risk assessment book. Details to be recorded will include number of children present, number of staff present and evacuation time. In the event of a fire the smoke alarm will sound. The staff and children must immediately walk or be carried to the nearest fire exit to the fire meeting point.

### **HOUSEKEEPING AND PREMISES:**

-  All members of staff are responsible for the day to day cleaning and tidying of the Montessori and equipment. A member of staff from each room is responsible for cleaning the toilets hourly.
-  We keep premises and equipment clean, and are aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).
-  We have and implement a health and safety policy and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.

### **YOUNG CHILDREN:**

All members of staff are responsible for ensuring that the following food handling and storage rules are adhered to:

-  Staff must ensure food should be covered and kept in the fridge
-  Food cannot be reheated.

### **ELECTRICAL EQUIPMENT:**

All staff while using electrical appliances should be aware of the risks and are responsible for carrying out simple user checks before use. A qualified electrician will carry out annual checks on all electrical installations and combined inspections.

### **DANGEROUS SUBSTANCES:**

All staff must be aware of the contents of the COSHH information. We do not hold or use any hazardous substances on the premises. The bringing in of any hazardous substances in future must be disclosed to the Asst. Manager and secured in a safe place out of reach of children and the general public.



### **MANUAL HANDLING:**

Staff must take care when moving equipment e.g. tables and lift them correctly. Children should not be lifted unnecessarily and correct posture should be maintained. Any accidents or injuries must be immediately reported and investigated by the Manager or Asst.

### **RISK ASSESSMENT:**

The Manager/ Asst. Manager will periodically review measures for the control and assessment of occupational risks. All staff will be required to undertake risk assessments of activities planned.

#### **Risk assessments will be carried out at the Montessori on the following areas**

-  Admission and collection of children
-  First aid and accident records

- 🐝 The Montessori garden and equipment used
- 🐝 Play equipment
- 🐝 Outings
- 🐝 Food and drink
- 🐝 Medicines stored and paper work
- 🐝 Storage of dangerous and hazardous substances
- 🐝 Manual handling of large furniture
- 🐝 Cooking activities that involve sharp objects or equipment
- 🐝 Car park and use
- 🐝 Security of building and outside area
- 🐝 Slips, trips and falls
- 🐝 Doors and maintenance
- 🐝 Reporting of sickness and absences of children
- 🐝 Animals
- 🐝 Cookery
- 🐝 Fire
- 🐝 Indoor - [Substances Hazardous to Health; Play – Slips; Trips, Falls and Burns]
- 🐝 Outdoor - Play and Security
- 🐝 Travelling by Coach
- 🐝 Travelling on Foot
- 🐝 New and Expectant Mothers

All risk assessment documentation and information will be kept in the office and available for staff to complete and carry out every 4 – 6 weeks or as required.

### **MATERIAL SAFETY:**

All staff must be aware of the EEC safety standards with regard to materials and equipment. It is the responsibility of all staff to regularly check that materials are still in good condition and are clean. In addition, where materials are placed and suitability to age must be monitored.

### **SAFETY IN CARS:**

From time to time children are transported in cars. The drivers are responsible for ensuring that all vehicles used are fully maintained, taxed, hold a valid MOT certificate and fully-comprehensively insured with full business use. It is the responsibility of the driver of the car to ensure that all children are restrained with an appropriate seat belt and booster seat or car seat. Safety is paramount and should be monitored at all times both in the car and walking to and from the car. Any incident should be reported to the Manager or Asst. Manager

### **POLICY ON HYGIENE:**

The Montessori environment has to be clean and hygienic at all times. To maintain this, staff must work as a team and follow the cleaning rotas:

- 🐝 Toilets are to be checked and cleaned hourly throughout the day
- 🐝 All surfaces and ledges must be kept clear at all times
- 🐝 Any paint or glue splashed on walls etc... must be cleaned off immediately
- 🐝 Mats must be used on tables for cooking and art activities
- 🐝 Children must not eat on the carpeted areas
- 🐝 Staff must ensure they clean and prepare the classroom daily



**ANIMALS:**

In the event that the Montessori children are taken on a visit to a local farm or animal visit the Montessori we will ensure the following:

- 🐝 Children will never be left alone with the animals
- 🐝 Staff will ensure that hygiene is maintained and children wash their hands after contact with the animals
- 🐝 Children must be aware of the animal's need for privacy and adequate accommodation away from the children will be available to the animals
- 🐝 The school has Animas ( Time to time ); when handling the animals the Montessori will ensure the following:
  - Children will never be left alone with the animals
  - Staff will ensure that hygiene is maintained and children wash their hands after contact with the animals
  - Children must be aware of the animals need for privacy and adequate accommodation away from the children is made available to the animals
  - Risk assessment will be carried out for the handling and care of the animals

**PHOTOGRAPHY:**

The Montessori will from time to time, with parental consent, take photos of the children during the usual course of the day.

**NOISE:**

Staffs are to be aware that Buzybees is in a residential setting and due care and attention must be taken at all times to ensure that the noise levels in the garden are at a reasonable level. Children, staff and management are not to shout instructions to each other across the garden.

**SMOKING:**

Buzybees and entire premises is designated a smoke free area. Staffs are expected not to smoke during working hours lunchtime included. Any person visiting the building found smoking will be asked to extinguish their cigarette or leave the premises.

### 23. INDIVIDUALITY OF CHILD POLICY

Buzybees operates an “**every child is as an individual**” policy. The Montessori Method of Education emphasizes the importance of children as individuals and thus the philosophy encourages teachers to work with the individual needs of each child. This is done in the following manner:

- 🐝 An Individual Learning Plan is written for each child
- 🐝 Teachers work with all children on a one - to one basis
- 🐝 Group activities are carried out with the individual needs of the each child at the forefront of the lesson
- 🐝 All children are treated as individuals and therefore individual observations of each child are carried out by the child’s key teacher
- 🐝 Each child has an individual record card
- 🐝 All children are disciplined within the guidelines of the Montessori method and philosophy and are spoken to as individuals
- 🐝 Children’s self esteem is of utmost importance to the staff of Buzybees and therefore staff are encouraged to follow the needs of the child in preparing and implementing individual learning plans, group activities and all aspects of the child’s learning
- 🐝 Children are allowed freedom to explore their environment and therefore staff are encouraged to stand back and allow the children the time and freedom to explore



## 24. INTERNET POLICY

The purpose of internet use in school is to promote pupil achievement, to support the Work of staff and to enhance the school's management, information and business Administration systems. This policy sets out how use of the internet will be used to Achieve this and how we will ensure that pupils are safe when using the internet.

Benefits of using the internet in education include:

- 🐝 Access to an exciting and stimulating worldwide educational resource
- 🐝 Inclusion in government initiatives
- 🐝 Educational and cultural exchanges between pupils
- 🐝 Access to experts in many fields for pupils and staff
- 🐝 Professional development for staff through access to national developments,
- 🐝 Educational materials and good curriculum practice
- 🐝 Communication with support services, professional associations and colleagues
- 🐝 Exchange of curriculum and administration data with the Local Authority and the DCSF.

The curriculum requires pupils to learn how to locate and retrieve information using ICT. Consequently teachers need to use communications technology such as web-based Resources to enrich and extend learning activities.

Aims of this policy

- 🐝 To allow all users to access and use the internet for educational purposes. This Includes e-mail and World Wide Web facilities.
- 🐝 To provide a mechanism by which staff and pupils are protected from sites, Information and individuals which would undermine the aims and ethos of the School.
- 🐝 To provide rules which are consistent, and in agreement with, the Data Protection Act.
- 🐝 To provide rules which are consistent with acceptable procedures commonly used On the internet.

Core Principles of Internet Safety

In common with most technologies, Internet use presents risks as well as benefits. To ensure responsible use and the safety of pupils the school's policy is built on the following five core principles:-

Guided educational use

Internet use will be planned, task orientated and educational within a regulated and managed environment.

Risk Assessment

Both staff and pupils will be aware of the risks associated with internet use. Staff will ensure that pupils are made aware of the school rules for responsible internet use (Listed below), and ensure that pupils do not have unsupervised access to the internet at School. Emerging technologies will be examined for educational benefit and a risk Assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using the Internet.

Responsibility

Internet safety depends on staff, governors, advisors and parents taking responsibility for use of the Internet and associated technologies. The school will seek to use education for responsible use, regulation and technical solutions to ensure pupils' safety.

### Regulation

The children will only be able to access approved sites set up by the teacher or IT Assistant.

The rules, written for pupils to read and understand, will be prominently displayed regarding Internet use.

### Appropriate Strategies

Effective, monitored strategies are in place to ensure responsible and safe Internet use. The school will work in partnership with the Local Authority, DCSF, parents and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

### Internet Access

Parents will be informed that pupils will be provided with supervised Internet access and will be required to sign and return a form acknowledging their understanding of the School's policy on Internet use. The school will keep a record of all staff and pupils who are granted Internet access? The record will be monitored by the ICT Co-Coordinator (Devinde ratnayake)

We realize that in common with other media such as magazines, books and video, some Material available via the Internet is unsuitable for pupils. The school, with the support and guidance of the Local Authority, will take all precautions to ensure that users only access appropriate material. However, due to the international and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never occur on a school computer. Neither the school nor Norfolk County Council Children's Services can accept liability for the material accessed, or any consequences of Internet access.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to the Internet Service Provider via the ICT Co-ordinator or Head teacher.

Staff and pupils will be made aware that the use of computer systems without permission, or for inappropriate purposes, could constitute a criminal offence under the Computer Misuse Act 1990.

### The Acceptable Use Policy: Staff

1. Do not disclose any password or login name to anyone other than the person running the system.
2. Do not give personal telephone/ fax numbers of anyone working in the school.
3. Do not use names of pupils. Photographs of pupils will require written permission from parents or guardians.
4. Do not download, use or upload any material which is copyright. Always seek permission from the owner before using any material from the internet. If in doubt, do not use the material.
5. Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children.
6. Always respect the privacy of files of other users. Do not enter the file areas of other staff without their permission.
7. Always monitor those children to whom you have given permission to use the internet.
8. Report any incident which breaches the Acceptable use Policy.

### Sanctions for Staff

1. Violations of the policy will result in a temporary or permanent ban on internet use.

2. Additional disciplinary action may be added in line with existing practice on Inappropriate language or behavior.
3. When applicable, the police or Local Authority may be involved where this policy is breached.

#### Acceptable Use Policy: Pupils

1. Access the system with your name only.
2. Do not access other people's files.
3. Use the computer only for school work and for homework.
4. Do not bring in disks or other data storage devices from outside school unless you have been given permission to do so.
5. Use only the internet sites chosen by members of staff.
6. Only e-mail people your teacher has approved.
7. Send only polite and responsible messages.












## 25. INCLUSION POLICY

### Definition of Special Educational Needs

Children have special educational needs if they have a learning difficulty that calls for special educational provision. Children have a learning difficulty if they have a significantly greater difficulty in learning than the majority of children of the same age or have a disability, which prevents or hinders them from making use of the educational facilities.

This policy describes the provision we make at Buzybees for children with special educational needs.

Buzybees aims to provide a broad and balanced curriculum for all the children in our care.

-  We endeavour to the best of our ability, to provide for children with SEN so that there is a continuum of educational and developmental provision.
-  We consider early identification to be of great importance.
-  We aim to integrate and include children of all abilities.
-  We work closely in partnership with parents and carers.
-  If a child finds difficulty with the curriculum, through continuous observations, we will endeavour to adapt it and provide additional support for the progress of the child.
-  At Buzybees we will endeavour to make use of information and concerns passed on by parents in assisting with the identification of the child's special educational needs.
-  We do not regard a child as having a learning difficulty solely because his/her first language is different from the language in which s/he will be taught.
-  We acknowledge that children who are extremely able also have special educational needs and as such provision will be made for these children.
-  Our Special Needs coordinator (SENCO) is: **Ms.Harsha** The SENCO maintains a profile of all the children with SEN and takes responsibility to ensure that each child receives appropriate support including a relevant Individual Education Plan.
-  All the staff who will be involved with observations, recording, target setting and liaison will support the SENCO's work
-  The SENCO will liaise with parents and other outside agencies for specialist support and advice

### Nature of Intervention

At Buzybees we will follow the graduated approach to children with SEN as recommended in the SEN code of Practice & Disability Act 2001. The staff will work in partnership with parents at all times and will keep them informed about how the setting is seeking to meet the needs of their child.

## **Early Years Action**

The staff or SENCO will identify a child with SEN and will devise interventions that are additional to or different from those provided as part of the settings usual curriculum and strategies. Strategies employed to enable the child to progress will be recorded within an Individual Education Plan (IEP)

In consultation with the parents, the SENCO will take the lead in gathering information about the child from other professionals who may be involved with the child (e.g. Health Visitor, Social Worker, and Speech Therapist)

## **Early Years Action Plus**

The staff and SENCO will be supported by external agencies and outside specialists (e.g. Educational Psychologists, Speech and Language Therapist, Occupational Therapist etc). Advice by outside agencies will be sought in order to devise a new IEP with more external strategies and targets. A request for help from external services is likely to follow a decision taken by the SENCO in consultation with parents at a meeting to review the child's IEP.

## **Statutory Assessment**

A statutory multi disciplinary assessment will be requested from the LEA by either the SENCO, parents or by one of the external specialists already involved.

## **Statement of Special Educational Needs**

Wherever possible we will be responsible for delivering the education programme specified in the child's statement. The SENCO will be responsible for monitoring and reviewing the progress through IEPs and through the statement review process.

## **Confidentially**

To meet the needs of all our children in our care it may be necessary at times to share information with parents and with staff in order to support the children's development. We may also need to seek help and advice from outside professionals. All information will be on a need to know basis and the contracting parent's permission will be requested.

## 26. KEY PERSON POLICY

Buzybees operates a key person system which gives each child a key teacher. The key teacher is responsible for the following:

- 🐝 Prepare and complete activities to suit the child's stages of development
- 🐝 Set up and implement a strategy for repetition of activities
- 🐝 Ensure that all key children are given the opportunity to progress in their learning
- 🐝 Complete record cards efficiently
- 🐝 Complete Individual Learning Plans efficiently
- 🐝 Ensure ILP's are fully complete before being sent to parents
- 🐝 Set up and implement a strategy for daily/weekly observation of key children
- 🐝 Change children when required
- 🐝 Appropriately look after any poorly or distressed children
- 🐝 Prepare groups suitable to the age and needs of the children
- 🐝 Use initiative in all aspects of classroom practice
- 🐝 Ensure hygiene standards are high at all times
- 🐝 Ensure all school policies and procedures are being followed
- 🐝 Ensure any training carried out is implemented in the classroom
- 🐝 Preparation of the end of year report for key children

The key teacher is the primary point of contact for the parent / carer and is also the teacher that each parent / carer will see at the bi-annual Parents evenings. All teachers are allocated children across a range of ages and levels to ensure diversity and vertical learning.



## 27. MEDICINE POLICY.

Children who are unwell should not be brought to school and should remain at home for the correct exclusion period set out by the Department of Health. Short term medicines such as Calpol will only be administered in times of emergency at the setting.

If a child requires long term medication; for example, asthma pumps, eczema creams or emergency medication for conditions like epilepsy etc. the parent must complete the **Administration of Medication Form** before the medication can be administered. A letter from the GP must also be provided informing the setting of the child's medical condition and the dosage. The parents/carers of children on long term medication i.e. inhalers or EpiPens must see the Manager to discuss their child's needs regarding ongoing medication.

### Procedure

However there are extreme circumstances in which the setting will contact you and request the child to be collected from the nursery, these are:

1. A child vomiting
2. Three consecutive cases of diarrhoea
3. A temperature of 38.5 or above

If the child is collected from the setting, we request that they are kept off for 24hrs after the last occurrence for a temperature and 48hrs for sickness and diarrhoea to ensure all symptoms are cleared and there is no risk of cross contamination.

Our medication policy allows the setting to share with parents the responsibility for administering long term prescribed medication to a child and for all the adults involved to be absolutely clear about what medication the child has.

Our policy is as follows: -

- 🐝 All medication must be prescribed by a doctor with the exception of calpol which will be provided by the setting for emergency purposes only. The medication should be in its original packaging.
- 🐝 The dosage and timing requested must match the instructions on the bottle/package.
- 🐝 Parents/carers must sign and put clear instructions on a medicine form (ask staff for this).
- 🐝 Senior staff only will administer the medication and the form will be signed and have the time of dosage written down. The administration of the medication will also be witnessed by another member of staff.
- 🐝 Parents/carers will be asked to sign the form on collection next to each dosage to ensure there is no risk of an overdose.
- 🐝 All medication must be handed to a staff member and this will be stored in the office or fridge away from the children.
- 🐝 Parents/carers must fill out a long term medication form with full details of their child's needs, times, dosage for ongoing medication and give their permission in writing for Montessori staff to administer this long term.
- 🐝 It is the parents/carers responsibility to keep the Montessori staff up-to-date on any changes in medication.
- 🐝 The setting keeps calpol on the premises for emergency purposes only. If your child becomes unwell and has a temperature, a phone call will be made and you will be asked to collect your child as soon as possible. The child's temperature will be checked regularly and recorded on a temperature check chart. Only if the management team feel it is vital for the child's health and well being will calpol be

administered. The child’s parents will always be contacted prior to giving the medication, gaining emergency consent. A medication form will then be filled out as above and you will be asked to sign this upon collection.

**Medicine Administration Card**

**To be completed by the staff member responsible for medication**

Child Name	Date of Birth
Staff Name	Reason for treatment
Last treatment given at	Parent signature
Is the medication in a container with directions	Yes No
Does the information agree with details above	Yes No

Date	Time	Dosage	Staff Administering	Staff Witness

Comments

Parents Signature .....

Teachers Signature .....

Date.....

## 28. MOBILE PHONES AND CAMERA POLICY

### Procedure

To safeguard children by promoting appropriate and acceptable use of photographic Equipment and resources for storing and printing images.

### Legislative Framework

- 🐝 Data Protection Act (1998) in which there is eight principals.
- 🐝 Freedom of Information Act 2000
- 🐝 Human Right Act 1998

### Procedures

- 🐝 Consent is required under the Data Protection Act 1998 as images are considered to be Personal data.
- 🐝 All images are to be stored and disposed of in line with Data Protection Act 1998.
- 🐝 If images are to be stored for a short period of time they must be password protected on a
- 🐝 Computer storage device.
- 🐝 Security procedures must be monitored and reviewed regularly by the designated
- 🐝 Safeguarding officer. The security procedures include protection against theft of equipment
- 🐝 And computer security.
- 🐝 Consent forms must be signed by parents/carers with parental responsibility when
- 🐝 They register their child with the setting and copies of the consent forms should be
- 🐝 Provided for the parents.
- 🐝 Images must not be used for anything other than the agreed purposes unless additional
- 🐝 Consent is obtained.
- 🐝 Photographs must be appropriately disposed of should they be no longer required. This Could include giving the images to parents, deleting or shredding.
- 🐝 Where group photographs of children are to be taken, written permission must be obtained
- 🐝 From all parents /carers who have the right to refuse.
- 🐝 The purpose and context for any proposed images should always be considered to decide
- 🐝 Whether a photograph or video are the most appropriate method of recording the
- 🐝 Information.
- 🐝 The purpose of taking any images is to be clearly explained for example marketing of the
- 🐝 Business, prospectus, website, or local newspaper, use in display and to document
- 🐝 A child's learning.

- 🐝 Each reason is to be clearly explained and agreed with an option for parents/carers to
- 🐝 Refuse any or all of the discussed uses and to withdraw consent at any time. Any consent  
Should be reviewed on a regular basis and at least annually.
- 🐝 Consent for the use of images applies to adults as well as children.
- 🐝 A child's name should not appear alongside their photographs particularly if the images
- 🐝 Could be viewed by the general public.
- 🐝 Use of a Professional Photographer
- 🐝 Only a reputable photographer who can provide evidence of authenticity should be used.
- 🐝 Their photographic identity should be checked on arrival.
- 🐝 They should be viewed as visitor's therefore appropriate supervision should be in place at all
- 🐝 Times to ensure no unsupervised access to children. They should be supervised by a
- 🐝 Person who is in regulated activity. For further information on this follow the website link on
- 🐝 The back page.
- 🐝 They should be asked to sign an agreement to ensure that they comply with Data Protection
- 🐝 Requirements, to agree that images will only be used for the agreed specified purpose and
- 🐝 Not be disclosed to any third person.

#### Parents/Carers

- 🐝 The use of any photographic equipment by staff, parents or visitors must be with the
- 🐝 Consent of the manager.
- 🐝 The manager should have the authority to challenge anyone using photographic equipment
- 🐝 Without prior consent.
- 🐝 Parents and carers are not covered by Data Protection Act if they take photographs or Make a video recording for their own private use. For further information see the website at The back of the document.

#### Digital Photo Frames

- 🐝 If these are used to display slide shows of children, consent must be obtained from parents and carers.
- 🐝 Images of children must be purposeful and show them in an appropriate context.
- 🐝 Careful positioning of photo frames should be considered as they are often displayed in the
- 🐝 Most public areas of the childcare setting i.e. reception area.

## Mobiles

The welfare, protection and safety of every child in our care are of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education. Mobile phones must not be used during working hours.

- 📱 Mobiles must be kept on silent or switched off during working hours and locked with staff belongings in the staff room
- 📱 Mobiles may only be used on a designated break and only in a child free area of the nursery. e.g. Staff room or the office.
- 📱 Ideally a nursery mobile should be used on outings however in the event that this is not available staff may use mobiles on outings for nursery/emergency use only
- 📱 Mobiles must never be used to take photographs of any of the children or any area of the nursery or the work or any member of staff at work it is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.

Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

The Manager or Assistant Manager in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Camera Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

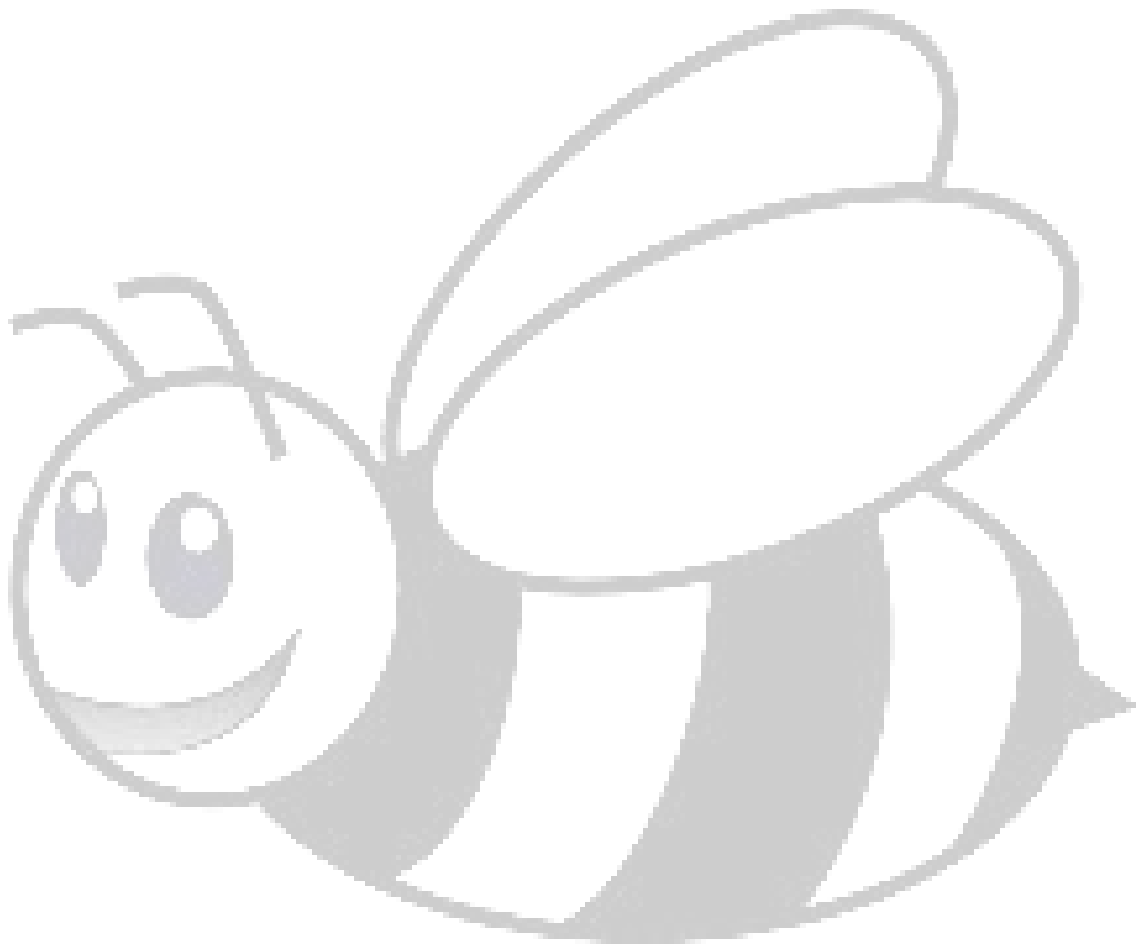
Only the designated nursery camera is to be used to take any photo within the setting or on outings. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. All staff is responsible for the location of the camera; this should be placed in the designated area in each classroom.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. Images must only be downloaded by the Manager or Assistant Manager, and stored on the nursery computer.

Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Assistant Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Assistant

manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This forms part of our Safeguarding Policy.



## 29. MATERNITY LEAVE POLICY

Anyone working at Buzybees and have a baby, whether full or part time, you have the right to receive Statutory Maternity Pay (SMP) as long as you meet certain conditions.

### ***Health and Safety***

Staff members who are pregnant should, in their own interests, contacts their GP and discuss what work you are involved in. The GP can then make an assessment and inform the prospective mother of any risks. The same is advised if you return to work whilst still breastfeeding.

### ***How Much Maternity Leave is Available?***

Currently 26 weeks maternity leave is available to all employees regardless of length of service. This period is known as Ordinary Maternity Leave.

Any employee who has been with the school for 26 weeks before the 14th week prior to Expected Week of Confinement (EWC) – due date is entitled to 26 weeks additional maternity leave.

### ***Statutory Maternity Pay***

If your baby is due on or after 1 April 2007 you can get SMP for up to 39 weeks, as long as you meet the conditions. If your baby was due earlier than this then SMP is for up to 26 weeks.

If you have the right to receive SMP, you'll get it even if you decide to leave your job before you start receiving SMP. You don't have to repay it if you decide not to go back to work or leave your job whilst getting SMP.

You can choose when you want your SMP to start; this will normally coincide with your Ordinary Maternity Leave. Unless your baby is born sooner, the earliest SMP can start is 11 weeks before the week your baby is due.

If you qualify for SMP, Buzybees will pay you 90 per cent of your average weekly earnings for the first six weeks, then up to £112.75 (SMP) for the remaining 33 weeks (or 20 weeks if your expected week of childbirth begins earlier than 1 April 2007). You pay tax and National Insurance in the same way as on your regular wages.

### ***Informing the School***

You should inform the school as soon as possible about your pregnancy and fill in the Buzybees Maternity form and advise us of details around your EWC (this always starts on a Sunday) and whether you intend to return to work or not. There are no negative financial implications if you decide you do not want to return to work. The notification to the school must be no later than the 15th week before the EWC. At 25 weeks you're Doctor / Midwife will issue you with a MATB1 form – this should be given to the school immediately.

### ***Returning to Work***

You should notify us 6 weeks before the end of OML whether you intend to take AML. If you decide to return to work before the end of the 26 weeks OML then you must give us 8 weeks' notice.

If you decide to return to work before the end of the AML period then you need to give us 8 weeks' notice.

You may not return to work within the first 2 weeks after giving birth. This period is known as compulsory maternity leave.

**Whilst on Maternity Leave**

You are still bound by your contract and must respect the terms of the contract around confidentiality, conflict of interest etc.

**Other**

You may start your maternity leave up to 11 weeks prior to your EWC. If you are off sick for pregnancy related issues within 4 weeks of your EWC the school has the right to start your maternity leave immediately, regardless of the date you have notified to us on the maternity form.

The school will allow reasonable time off for ante-natal appointments etc. You must ensure that the Manager is informed in advance of these appointments.

Mothers of stillborn parents after the 24th week of pregnancy are also entitled to maternity leave.





### 30. MISSING CHILD POLICY

At Buzybees we take the security and safety of the children incredibly seriously. However in the very unusual circumstance that a situation arises where a child could be lost – for example:

- 🐝 Where a child wanders off on a Montessori outing (see policy on outings)
- 🐝 Where a child is taken from the Montessori by an unapproved adult (see policy for answering the door and for the collection of children)

Should a child become lost, the following should be taken:

- 🐝 Alert the Manager or Asst. Manager who will make enquiries with all staff as to when the child was last seen and where.
- 🐝 Ensure the safety of the other children, with regard to supervision and security.
- 🐝 Ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- 🐝 If the child cannot be found within fifteen minutes then the Police and parents must be informed.
- 🐝 Continue to search, using a wider area if necessary, while keeping in touch at all times by mobile phone
- 🐝 When the situation has been resolved members should review the reasons for it happening, do a risk assessment, complete the “missing child form” and ensure measures are taken to ensure that the situation does not arise again
- 🐝 Manager to write an “incident report” with corrective action to be filed centrally.

<b>MISSING CHILD FORM</b>
---------------------------

Name of Child :	
Date of Birth :	
Date of incident :	
Time of incident :	
Time Police informed :	
Branch of Police informed :	
Police Reference Number :	
Time parent/carer informed:	
Outcome :	
Corrective action report :	

Manager Signature :	Date :	
Parent/carer signature :		

## 31. NAPPY CHANGING AND TOILETING POLICY

### INTRODUCTION

Meeting the needs of children by providing clean nappies and a safe and hygienic place for changing children is a basic need that is important for children's comfort and happiness. "Nappy changing and toileting rituals are also valuable opportunities to promote children's learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children's sense of trust and security—which relates strongly to the Early Years Learning Framework.

### POLICY STATEMENT:

Buzybees will follow best practice training with educators to ensure nappy change guidelines to ensure the area is hygienic and to reduce the spread of infectious disease.





Buzybees aims to make the nappy change experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships.

Key workers will discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive

To interact in a positive way with children as part of the toileting / nappy changing routine and to

Adhere to hygienic practices to prevent disease spreading through contact with body fluids.

### RELEVANT FORMS/MATERIAL:






-  Hand washing Chart & Instructions
-  Changing nappies without spreading germs poster
-  Administration of Nappy Rash Creams
-  Individual preference Toileting/Nappy change for children

### IMPLEMENTATION:

Have an area specifically set aside for changing nappies.

### BEFORE YOU START

Collect items you need before placing child on change mat:

-  Gloves
-  Disposable wipes for cleaning child's bottom
-  Child's personal, labelled, ointment (if provided by parents)
-  Fresh nappy and clean clothes (if necessary)
-  Plastic bag (if needed for soiled clothing or nappy disposal unit not Close by).

-  Always wear gloves for nappy changes.

If using plastic bags always tie spare bags in a knot prior to storage. To avoid the risk of

suffocation.

Keep child's hands occupied during nappy changing to prevent those touching faeces and urine?

Have small plastic toys for child to handle, mobiles for child to look at. (After each nappy change place toys that have been used in container with toys to be washed.)

In the case of a toddler ask him/her to walk to the change area. Have steps available so that the child can climb up to the change mat.

In case of obvious soiling use only your hands to carry a crawling child. Hold the child away from your body explaining your actions to the child and that they will be able to return to play/experience/caregiver after he/she is clean.

#### CHANGING A NAPPY:

- 🐝 Collect gloves, wipes, creams, clean clothes, nappy and plastic bag.
- 🐝 Place a disposable covering (such as roll paper, paper towels, greaseproof paper or large sheets of computer paper) on the change table where the child's bottom will be.
- 🐝 Table surfaces should be smooth, non-absorbent and easy to clean.
- 🐝 Put on gloves. Gloves must be worn for all nappy changes, either for a wet or dirty nappy.
- 🐝 Place child on change mat or vinyl sheet – for safety, keep at least one hand on the baby at all times.

#### ***Never leave a child unattended on a change table.***

- 🐝 Remove the child's nappy and any soiled clothes.
- 🐝 Put nappy in sluice if within easy reach OR in a bin or on bench away from child.
- 🐝 Clean child's bottom with a remoistened disposable towel or a dampened, single-use disposable towel and place in plastic lined bin/receptacle.
- 🐝 If cream needs to be applied use a clean glove.
- 🐝 Remove the paper from under the child and your gloves before touching the child's clean clothes.
- 🐝 Remove gloves by peeling them back from the wrist. Do not let your skin touch the outer contaminated surface of the glove. Put paper and gloves in bin/receptacle being careful not to touch the bin with soiled material.
- 🐝 Place clean nappy and clothes on child. Either clean child's hands and return child to play, or hand child over to another carer to clean the child's hands.
- 🐝 Dispose of dirty clothes and dirty nappy if necessary.
- 🐝 Wipe down change mat using antibacterial and paper towel, dispose of gloves and then wash own hands.
- 🐝 Clean the nappy change surface at the end of a major nappy changing session and again at the end of the day. Wipe the area with antibacterial and leave for as long as possible.

#### PROCEDURE

- 🐝 With disposable nappy: place in plastic bag and/or receptacle provided.
- 🐝 If faecal matter spills onto the mat or change table clean with detergent and warm water, then wipe with antibacterial and leave to dry.
- 🐝 Remove the morning change mat or vinyl sheet and place outside in the sun. Use a fresh mat or sheet for the afternoon.
- 🐝 Wash your hands.

#### REMEMBER THE SOCIAL ASPECT OF THE NAPPY CHANGE ROUTINE:

- 🐝 Be aware that young babies can spend a lot of time in routine situations such as nappy changing and feeding. Make use of these times to interact with babies, to talk, sing, and play.
- 🐝 Always treat nappy change and toileting routines as opportunities to interact positively with babies and toddlers.

#### TOILETING

- 🐝 Help the child use the toilet.
- 🐝 Help the child wash their hands.
- 🐝 Ask the parents to supply a clean change of clothing.
- 🐝 Place soiled clothes in a plastic bag for parents to take home at the end of the day. Place bag with soiled clothes in a secure place out of the reach of children.
- 🐝 Wash your own hands.



## 32. OUTDOOR PLAY POLICY

Buzybees understand that play is something that a child best enjoys. A child's play has a purpose and can be a step towards the learning and understanding of valuable skills. It can help the child fit into the world physically, intellectually, emotionally and socially, and grow to be a healthy and competent individual.

Buzybees will endeavour to provide children with a stimulating environment, where playing and learning go hand in hand. A varied selection of activities will be provided throughout the day, using both indoor and outdoor activities.

Consideration will be taken to ensure that provision is made for children with special needs and abilities.

The outdoor area is available to the children all day and all year round.

### **Messy Play**

A large variety of different mediums, such as sand, water, earth and dough will be made available. These will provide different tactile and imaginative experiences and will encourage expressive language.

### **Sand and Water**

A large sand pit and water tray are made available to the children in the outdoor area. They provide opportunities to experience scientific and mathematical concepts as well as encouraging social and language development

### **Physical Play**

Tunnels, balls, balancing beams, slide and climbing apparatus ext are provided

### **Planting**

A planting box is available which allows the children the opportunity to plan flowers, fruits and vegetables

### 33. OUTINGS POLICY

For all outings at Buzybees the following procedures must be followed

- 🐝 Written permission must be obtained from all parents prior to the outing
- 🐝 Staffing ratios on outings will be 1:2
- 🐝 A first aider must be present and a suitable first aid box must be taken.
- 🐝 Copies of registration sheets containing contact numbers, allergies, etc. must also be taken
- 🐝 Children who have allergies or are on medication, for example asthma pumps will be the responsibility of a teacher if the parent is not present on the outing
- 🐝 All children and adults will be counted before setting off {on the coach}, and on regular intervals throughout the day
- 🐝 A meeting point will be pre-designated and times arranged when all the party will re-assemble. These must be strictly adhered to
- 🐝 All children must wear the Buzybees T-shirt or sweat shirt on the outing
- 🐝 Buzybees will ensure that the transport will be fully insured; driver's details satisfactory and seatbelts are available.
- 🐝 Toilet facilities must be provided for the children at regular intervals
- 🐝 Food and drinks must be provided at similar times to those in the school and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day
- 🐝 In the case where the parent does not give consent for the outing; the child will not attend the school on the day
- 🐝 All children should have spare clothing

**At the conclusion of each outing the teacher in charge of the outing will complete a review of the outing, noting the following:**

- 🐝 Any particular problem with the transport { e.g. coach arriving late, no seat belts etc}
- 🐝 Any particular problems with the venue {e.g. a place to shelter during rain}
- 🐝 Any particular problems with specific children {illness, distress etc }
- 🐝 Educational benefits of the visit
- 🐝 Comments from the parents
- 🐝 Recommendations of future visits

Prior to the outing the teacher in charge of the outing will refer back to the reviews and take account of comments when preparing for the next visit

### 34. PARENT OBSERVATION POLICY (ACCESS TO FILES)

Observation is a very important tool in developing an understanding of the needs of children. It is our intention at Buzybees to provide this opportunity for you at the Montessori so that you can have the opportunity to observe the children and your own child in their daily routine.

Please take note of the following before you begin your observation:

- 🐝 We promote freedom of movement/choice; therefore children will not be sitting at tables.
- 🐝 Children are individuals and behave in individual ways; please do not expect your child to 'perform' for you.
- 🐝 All children develop at their own pace; please do not expect your child to be at the same level of a child his/her own age.
- 🐝 Please do not expect the children to be quiet, as each day is different at Happy Day.
- 🐝 You are free to move about the classroom, but please do not disturb children and teachers concentration
- 🐝 Please speak softly while in the Montessori
- 🐝 Please do not correct your child
- 🐝 Please feel free to speak to the children in a non distracting manner
- 🐝 Please feel free to ask questions.
- 🐝 Before leaving Buzybees please ensure all your questions/queries have been successfully answered.

#### ACCESS TO FILES/RECORDS

Parents/carers have the right to see information held on their child. If you wish to view your child's file a mutually convenient time will be agreed with the Manager/Manager. Where the file contains information from a third party; permission must be given by that person before that information can be accessed. {1984 Data Protection Act}





### 35. PARENTAL LEAVE POLICY

As long as you meet certain conditions, if you're a parent of children under five, or disabled children under 18, you have a statutory right to take unpaid time off work to care for them.

If you've worked for us for a year you can take:

- 🐝 13 weeks off work (in total, not per year) for each child, up to their fifth birthday (or up to five years after the placement date of an adopted child)
- 🐝 18 weeks for each disabled child, up to the child's 18th birthday

#### ***Parental leave or paternity leave?***

Parental leave is usually unpaid. It's different from maternity or paternity leave, which is related to the birth of a new baby, and from adoption leave, which applies when an employee adopts a child.

#### ***Are you entitled to parental leave?***

You have the right to parental leave if you:

- 🐝 have been employed by the same company for a year or more
- 🐝 are an 'employee', with a contract of employment

And you:

- 🐝 are a parent named on the child's birth certificate or
- 🐝 are named on the child's adoption certificate or
- 🐝 have legal parental responsibility for a child under five (18 if disabled)

Either parent has the right to parental leave. If you're separated and your ex-partner looks after the children, you have the right to parental leave if you keep formal parental responsibility for the children.

Foster parents do not have rights to parental leave.

#### ***One week blocks***

Leave must be in blocks of full weeks, so if you want time off in odd days - for example, to take your child to the dentist - you should ask your employer if you can work flexibly or use your holiday allowance.

If your child has a disability, you can take time off in days instead of weeks, so you could use parental leave for regular hospital visits.

#### ***Four weeks per year***

You can't take more than four weeks' leave for any one child in a year.

#### ***Giving notice***

You must give at least 21 days' notice when you want to take parental leave. To help us, it's best to give this notice in writing.

#### ***Can we postpone your leave?***

Unless you want to take parental leave immediately after the birth or adoption, your employer can postpone your leave for up to six months if we feel it would disrupt the business. If the postponement goes past the end of the entitlement period, you can still take the leave. To do this they must give you notice within seven days of you telling them that you wish to take parental leave.

### 36. PARTNERSHIP WITH PARENTS POLICY

Buzybees recognises that working with parents is of major value and importance to the school in enabling it to provide a happy, caring and stable environment for children and their parent. We aim to form a good relationship with parents so that information regarding their children {be it developmental, social or health related} can be exchanged easily and comfortably by the staff and parents.




The following shows ways in which we try to achieve a strong working partnership with parents/carers:

- 🐝 The Manager or Asst. Manager is always available for discussion with parents/carers. Arrangements can be made for more private discussions at agreed times
- 🐝 Information provided by the parents/carers about their children will be kept confidential
- 🐝 Information about the children's activities throughout the day is always available to parents/carers on a daily basis by verbal communication. A link book will be given to parents twice a week to update on children's activity and for parents to provide information to the setting.
- 🐝 A learning journey book (scrap book) to be sent in by parents to support the children's personal, social and emotional development.
- 🐝 Regular newsletters will be issued to keep parents up to date with information about the setting.
- 🐝 If we have any concerns about a child's well being during the day every effort will be made to contact the parent/carer on their emergency contact
- 🐝 To further encourage the children's development, parents/carers will be asked to send in objects from home, e.g. photographs, cartons etc for topic work for the children to do the weekly show and tell session.
- 🐝 Keep us informed of any changes to personal circumstances which may have an effect upon a child, e.g. change of address, telephone number, doctor, emergency contact
- 🐝 Requested to keep us informed of any circumstances which could have an effect on a child's emotional well being, e.g. bereavement, separation or illness in the family
- 🐝 Information from parents when child first start at the setting. This information will be used to asses each child individually.

### 37. PATERNITY LEAVE POLICY

For Ordinary Paternity Leave, you must be an employee, have worked for an employer continuously for 26 weeks. You must tell your employer 15 weeks before the baby is due.




You can take statutory paternity leave if you:

-  are an employee, with a contract of employment
-  are the biological father of the child, or are the mother's husband or partner (including a mother's partner in a same-sex relationship) and
-  Will be fully involved in the child's upbringing and are taking the time off to support the mother or care for the baby.

#### ***How much paternity leave can I take?***

You can take either one or two weeks. You can't take odd days off, and if you take two weeks they must be taken together.

You can choose to start the leave:



-  on the day the baby's born
-  a number of days or weeks after the baby's born
-  from a specific date after the first day of the week in which the baby's expected to be born

Your leave can start on any day of the week (but not before the baby is born), but has to finish within 56 days of the baby being born or, if the baby's born before the week it was due, within 56 days of the first day of that week.

If your partner has a multiple birth, you're only allowed one period of paternity leave.



#### ***What happens if you lose your baby?***

Provided you meet all the other conditions, you can still take paternity leave if your child is:

-  stillborn after 24 weeks of pregnancy
-  born alive at any point of the pregnancy

#### ***Informing us of your intention to take paternity leave***

To qualify for leave, you must tell your employer in writing at least 15 weeks before the beginning of the week when the baby's due:

-  when the baby is due
-  whether you want one or two weeks' leave

If you can't give the full notice period to us for a valid reason (e.g. if the baby arrives early), you should still give as much notice as possible. You may still receive leave and pay if you meet the other conditions. If there is no valid reason (e.g. you simply forgot) you will lose your entitlement.

#### ***How much you will be paid***

If you take paternity leave, and meet the lower earnings limit (LEL), you'll be paid statutory paternity pay (SPP) during your leave. The amount of SPP is £112.75 or 90 per cent of your average weekly earnings if this is lower. You pay tax and National Insurance in the same way as on your regular wages.

You must give your employer 28 days' notice if you want to change your start date.

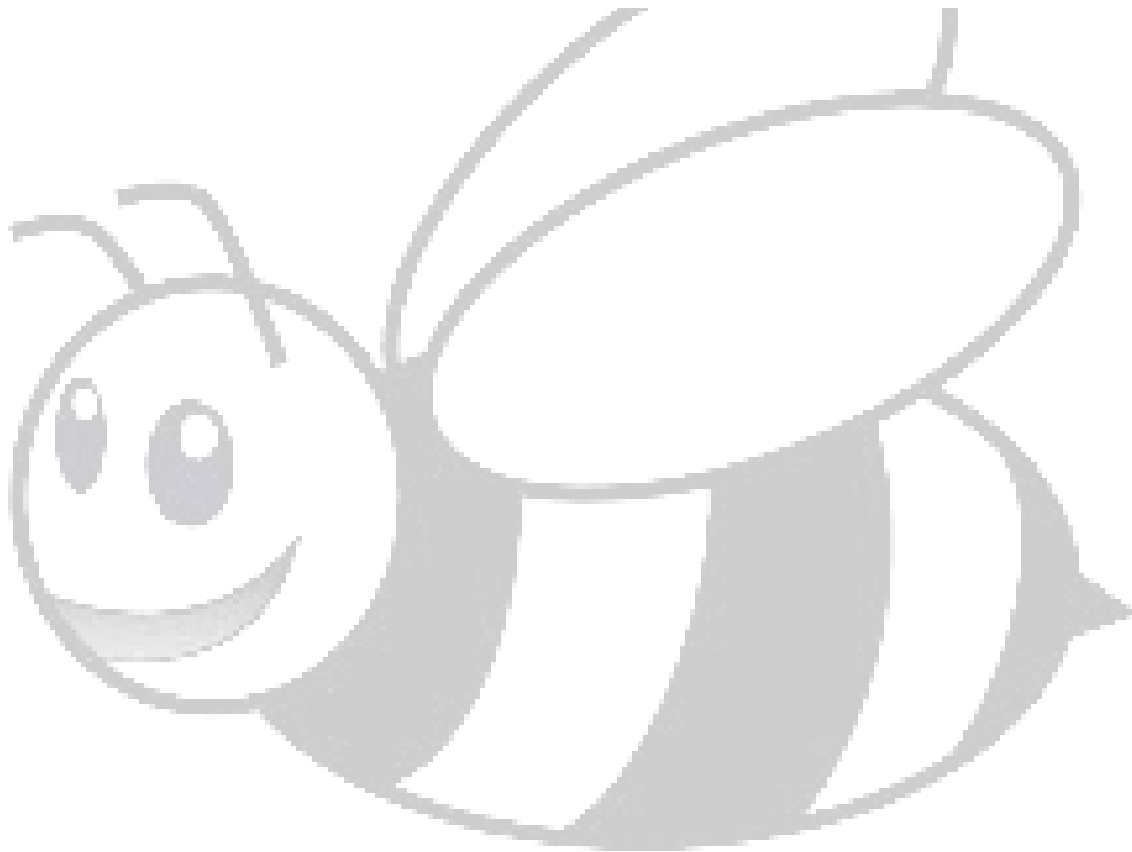
### 38. PHOTOGRAPHY POLICY

Upon having a child accepted at Buzybees, the parent/carer with whom the school has a contract is asked to agree to the child being photographed on occasion by a teacher or an individual validated by the school. This enables Buzybees to proceed with taking photographs for publicity shots, record cards and activities.

Every parent/carer has the right to refuse this request, in which case the child must not be photographed by any member of staff, by a parent/carer, or by any outsider without the express permission for that occasion of the parent whom the school, has a contract .

Where photos are made available to the press, television or on the school website, they will not be released with the names of the child unless the contracting parent/carer gives express permission for this to be done.

On signing the Buzybees application form the parent/carer signs the consent for photographs to be taken while in the school premises



### 39. POLICE CHECK POLICY

Any one working at Buzybees for more than two weeks will be subject to a DBS check. This is an Ofsted requirement and must be adhered to.

Any staff/people who have not been DBS checked must be supervised at all times. This includes volunteers, work experience people, trades people and new staff. Until clearance has been given by the police or Ofsted a new member of staff cannot be left alone in a room with children.

**Appropriate cover must be obtained to ensure these conditions are adhered to at all times**

#### **Agency Staff**

- Any staff supplied by an agency should be vetted and checked by the Agency.

#### **Parent Helpers**

- Any parent helping at the Montessori will be subject to a DBS check; this will be the responsibility of the Manager of Buzybees
- References will be sought and all other documentation from a previous employer {if applicable}. If it is deemed inappropriate for the person to work with children, Buzybees will inform the parent that's/he cannot help at the school





















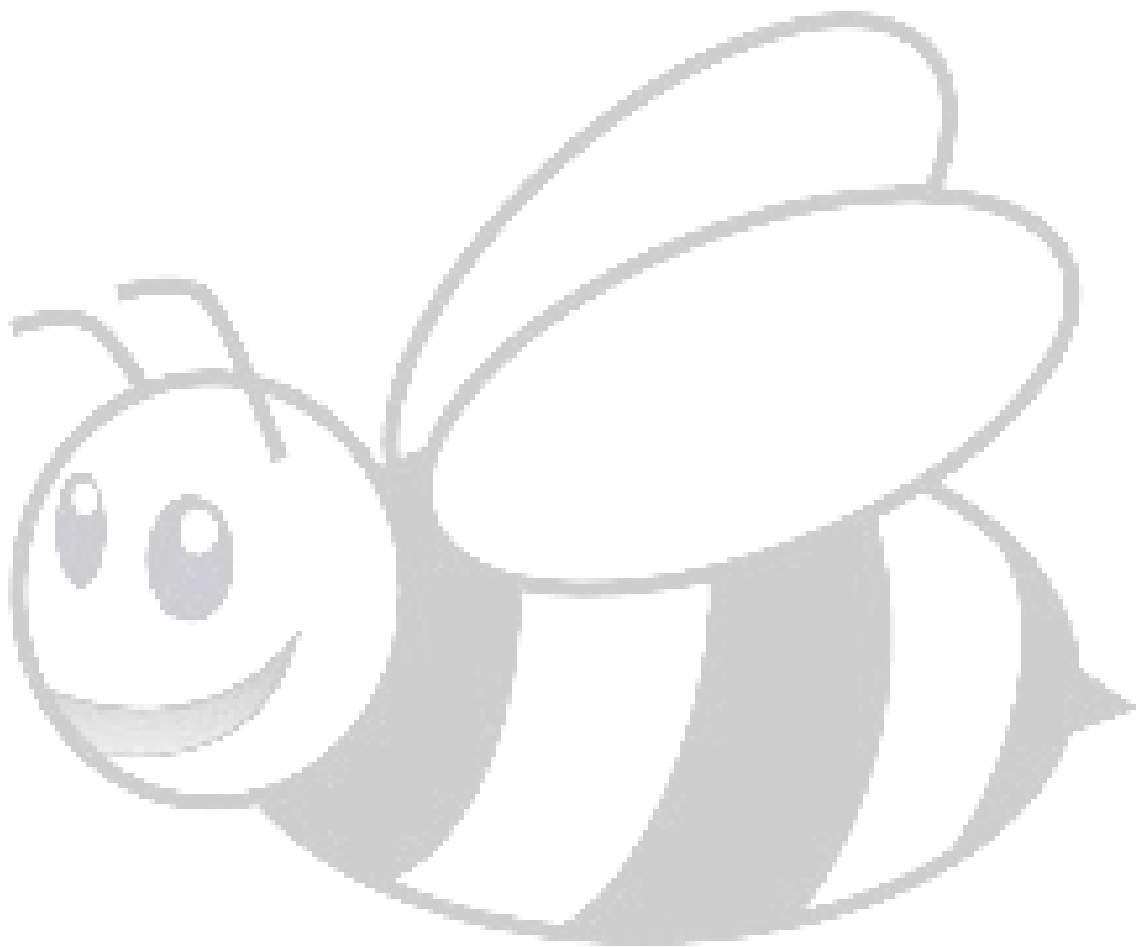
## 40. PREMISES POLICY

### Policy

Outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose.

### Procedure

-  Buzybees premises, including outdoor spaces, are fit for purpose. Spaces, furniture, equipment and toys are safe for children.
-  We keep premises and equipment clean, and are aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).
-  We have and implement a health and safety policy and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.
-  Buzybees take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and have an emergency evacuation procedure.
-  In the setting we have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, and fire extinguishers) which is in working order.
-  Fire exits are clearly identifiable and fire doors kept free of obstruction and easily opened from inside.
-  The premises and equipment must be organised in a way that meets the needs of children. In registered provision, providers must meet the following indoor space requirements
  - Children under two years: 3.5 m<sup>2</sup> per child.
  - Two year olds: 2.5 m<sup>2</sup> per child.
  - Children aged three to five years: 2.3 m<sup>2</sup> per child.
-  We ensure that, so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities.
-  Has access to an outdoor play area and activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions).
-  Buzybees have space for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. Sleeping children are frequently checked.
-  We have a separate baby room for children under the age of one. However, we ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate.
-  We ensure there is an adequate number of toilets and hand basins available (usually one toilet and one hand basin for every ten children over the age of two).
-  We have separate toilet facilities for adults.
-  We ensure there are suitable hygienic changing facilities for changing any children who are in nappies.
-  We ensure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available.
-  We ensure that there is an area where staff may talk to parents and/or carers confidentially
-  Buzybees only release children into the care of individuals who have been notified to us by the parent, and we ensure that children do not leave the premises unsupervised.
-  We have taken all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.



## 41. RECRUITMENT POLICY

At Buzybees we have a very comprehensive recruitment procedure to ensure that we have a team of staff that support the philosophy and values of the school. Our aim is to provide a safe and loving environment for the child where every child's individual is nurtured, and the teachers in the school are key to this philosophy. The safety of the children is also of paramount importance and again it is imperative that safety of the children is not compromised in any way. Therefore we recognise the importance of the right teachers and our process ensures that we build a team that adds to the Buzybees philosophy.

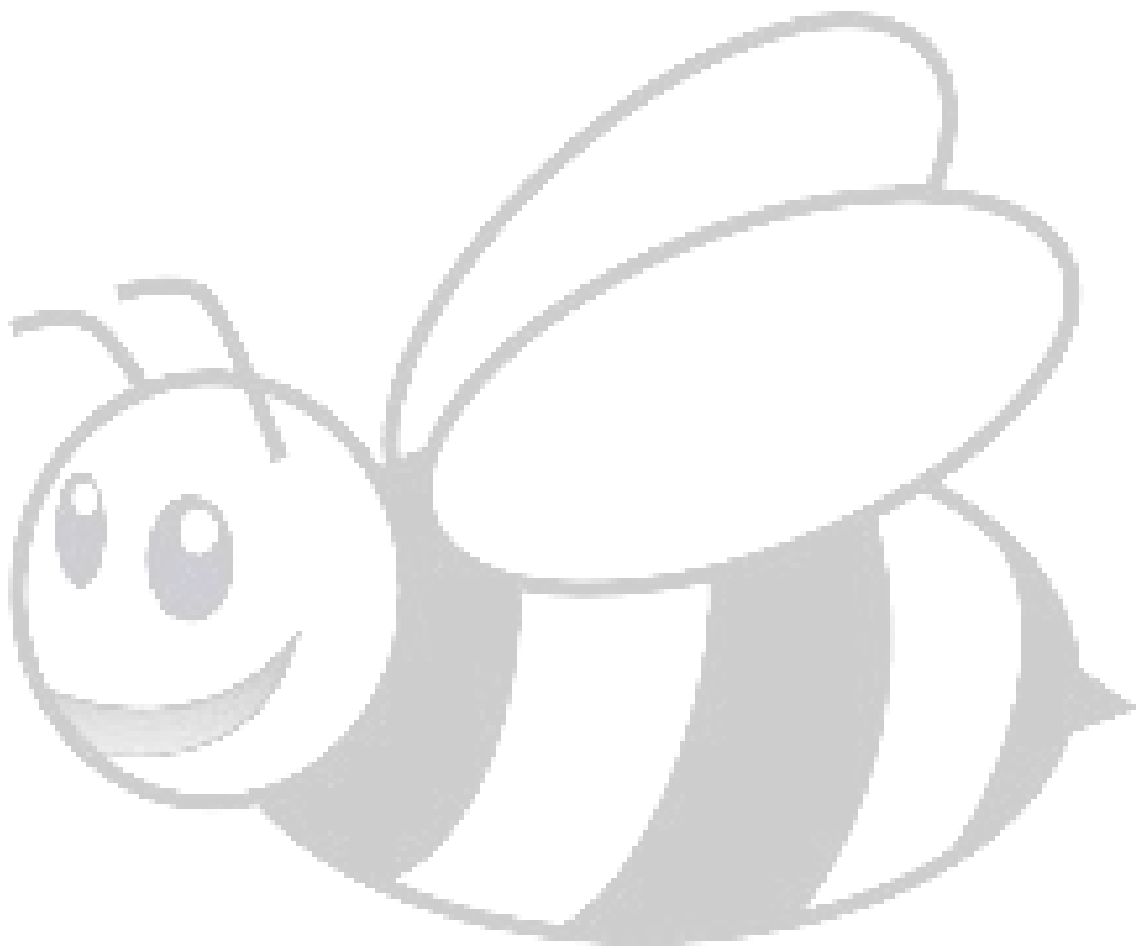
The process below is following after successful recruitment:

- 🐝 Police checks - DBS
- 🐝 References
- 🐝 Check of all qualifications
- 🐝 Trial period (half day)
- 🐝 Probationary period (6 months)
- 🐝 Ongoing appraisal of all teachers to ensure that the values of the school and the spirituality of the child are constantly at the forefront of their thinking

We also encourage parental feedback about the staff and ensure any concerns are dealt with promptly. Our success is our team and our children and together they make Buzybees.







## 42. RISK ASSESSMENT POLICY

### Policy statement

Buzybees believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimizing the hazards and risks to enable the children to thrive in a healthy and safe environment. We aim to ensure that all activities, trips and outings, materials and equipment are safe for the children. The purpose of this policy is to ensure that any hazards associated with these are identified and removed or minimized to an acceptable level of risk.

This policy is based on the Early Years and Childcare risk assessment processes, which follow five steps as follows:

1. Identification of risk: Where is it and what is?
2. Who is at risk: Childcare, staff, children, parents, cooks, cleaners etc.?
3. Assessment as to the level of the risk as high, medium, low. This is both the risk and the likelihood of it happening: as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What you will need to do, or ensure others will do, in order to reduce the risk?
5. Monitoring and review: how do you know if what you have said is working, or is it enough? If it is not working, it will need to be amended, or maybe there is a better solution.

### Procedures

Our risk assessment process covers adults and children and includes.

1. Checking for and noting hazards and risks indoors and outside, and in our premises and for activities.
2. Assessing the level of risk and who might be affected.
3. Deciding which areas need attention.
4. Developing an action plan that specifies the action required the time scale for action, the person responsible for the action and any funding required.
5. Setting Managers responsibility is to make sure the risk assessment is written and is reviewed regularly.
6. We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and monthly basis and termly basis when a full risk assessment is carried out.

This policy was adopted at a meeting on October 2014

## **43. RECORD KEEPING POLICY.**

### Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and Sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

### **Procedures**

We keep two kinds of records on children attending our setting:

#### **Developmental records**

These include observations of children in the setting, photographs, video clips and samples of Their work and summary developmental reports.

These are usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents.

#### **Personal records**

These include registration and admission forms, signed consent forms, and correspondence Concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any Confidential matter involving the child, such as developmental concerns or child protection Matters.

These confidential records are stored in a lockable file or cabinet and are kept secure by the Person in charge in an office or other suitably safe place.

Parents have access, in accordance with our Client Access to Records policy, to the files and Records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the Importance of confidentiality in the role of the key person.

We retain children's records for three years after they have left the setting. These are kept in a secure place.

#### **Other records**

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the People directly involved with making personnel decisions.

Students on recognised qualifications and training, when they are observing in the setting, are Advised of our confidentiality policy and are required to respect it.

### **Legal Framework**

Data Protection Act 1998  
Human Rights Act 1998

**Further guidance**

Information Sharing: Practitioners' Guide (DfES 2006)

**Provider records****Policy Statement**

We keep records for the purpose of maintaining our business. These include:

Records pertaining to our registration.  
Financial records pertaining to income and expenditure.  
Risk assessments.  
Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with Regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

**Procedures**

All records are the responsibility of the Manager and the Head of Early Years and Childcare Services that ensure they are kept securely.

All records are kept in an orderly way in files and filing is kept up-to-date.

Financial records are kept up-to-date for audit purposes.

Health and safety records are maintained; these include risk assessments, details of checks or Inspections and guidance etc.

Our Ofsted registration certificate is displayed.  
Our Public Liability insurance certificate is displayed.  
All our employment and staff records are kept securely and confidentially.

**Legal framework**

Data Protection Act 1998  
Human Rights Act 1998

This policy was adopted at a meeting on October 2014

## 44 SAFEGUARDING CHILD PROTECTION POLICY.

### Introduction

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Nursery. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our Nursery. This policy is in line with LSCB (*Local Safeguarding Children Boards*) local guidance and procedures.

### Aims and objectives

Our aims are:

- 🐝 to provide a safe environment for children to learn in;
- 🐝 to establish what actions the Nursery can take to ensure that children remain safe, at home as well as at school;
- 🐝 to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- 🐝 to identify children who are suffering, or likely to suffer, significant harm;
- 🐝 to ensure effective communication between all staff on child protection issues;
- 🐝 To set down the correct procedures for those who encounter any issue of safeguarding.

### Statutory Framework

This policy is formulated using the DfES documents: 'Circular 10/95 – Protecting Children from Abuse: The Role of the Education Service', 'Working Together to Safeguard Children' (2006), 'Safeguarding Children and Safer Recruitment in Education' (2006) and Harrow Safeguarding Children Board Child Protection procedures.

Section 175 of the Education Act 2002 introduced a new duty requiring governing bodies and LAs to have appropriate child-protection procedures in place. This policy takes account of the requests set out in the Children Act 2004 ('Every Child Matters').

Nursery Schools are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse – these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

DfEE Circular 10/95 (Protecting Children from Abuse: The Role of the Education Service) places the following responsibilities on all schools:-

- 🐝 Nurseries should be aware of and follow the procedures established by the Safeguarding Committee
- 🐝 Nurseries should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff should be alerted to signs of abuse and know to whom they should report any concerns or suspicions
- 🐝 The Designated Senior Person should have responsibility for co-ordinating action within the Nursery and liaise with other agencies
- 🐝 Staff with designated responsibility for Safeguarding should receive appropriate training

Circular 10/95 also states that "parents should be made aware of the Nursery Schools

Safeguarding Policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child". This including the police.

### **The Designated Senior Persons (DSP) Mrs.Lakna Gunawrdena (Senior) Miss Harsha Kabriya (Co. Manager)**

The Designated Senior Persons (DSP) for Safeguarding is the managers of the Nursery. The DSPs' role is to:-

- 🐝 ensure that the Harrow Area safeguarding Committee's Safeguarding Procedures are followed in the Nursery
- 🐝 ensure that all staff are aware of these procedures
- 🐝 ensure that appropriate training and support is provided to all staff
- 🐝 develop effective working relationships with malty agencies and services
- 🐝 decide whether to take further action about specific concerns (e.g. refer to Children Schools and Families Referral and Assessment Team)
- 🐝 liaise with Social Work Teams over suspected cases of child abuse
- 🐝 ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'
- 🐝 submit reports to, and attend, Safeguarding Conferences
- 🐝 ensure that the nursery effectively monitors children who have been identified as 'at risk'
- 🐝 Provide guidance to parents, children and staff about obtaining suitable support.
- 🐝 Keep up to date with all relevant procedures and legislations
- 🐝 Attend TAC (Team Around the Child) and CAF (Common Assessment Framework) meetings

#### Nursery Procedures

- 🐝 if any member of staff is concerned about a child he or she must inform the DSPs'
- 🐝 Information regarding the concerns must be recorded by the member of staff on the same day on a 'cause for concern' sheet (which has an outline of a body on it – staff must accurately record their concerns). The recording must be a clear, precise, factual account of the observations and must be dated. These sheets are kept in the DSP's Red File 'Children Causing Concern' file, which is kept securely in the managers locked cupboard.
- 🐝 The DSP will decide whether the concerns should be referred to Children Schools and Families. If it is decided to make a referral to Children School and Families this may be done without prior discussion with parents

Children & Family Services  
Children's Access Team  
Golden Number

Tel: 020 8901 2690

Fax: 020 8861 1816

**Civic 1, 2nd Floor, NW  
Station Road, Harrow, HA1 2XY**

- 🐝 if a referral is made to Children Schools and Families, the DSP will ensure that a written confirmation of the concerns is sent to the 'Call Centre' within 48 hours when requested
- 🐝 particular attention will be paid to the attendance and development of any child who the nursery believes to be 'at risk' or who has been placed on the Safeguarding children Register

- 🐝 records relating to Safeguarding children will be kept in a secure locked place, separate from the child's general file
- 🐝 If a pupil who is known to be on the Safeguarding children Register changes nursery school, the DSP will inform the social worker responsible for the case and transfer the appropriate records to the receiving School/Nursery, in a secure manner, to a named person, and separate from the child's general file.

### Prevent Abuse by means of good practice

- 🐝 Adults will never be left alone for long periods of time, with individual children or with small groups
- 🐝 Adults that have no CRB or DBS certificate or relevant childcare qualifications will **never** be left alone with a child.
- 🐝 Children will have regular circle time and discussions on appropriate behaviour
- 🐝 All staff are aware of where to access the response phone number. It is clearly displayed on notice boards within the nursery.

### Staff training

A clear vetting and barring training is in place for all new staff and clear policies are in staff handbook. All adults in the Nursery receive regular training to raise their awareness of abuse, and to improve their knowledge of Safeguarding procedures that have been agreed locally. The maximum period of time before refresher training must take place is three years. All staff has Termly supervisions and yearly performance management appraisals which are informed by peer on peer and management observations.

### When to be concerned

Staff should be concerned about a pupil if he or she:-

- 🐝 has any injury which is not typical of the bumps and scrapes normally associated with children's injuries
- 🐝 regularly has unexplained injuries
- 🐝 frequently has injuries (even when apparently reasonable explanations are given)
- 🐝 gives confused or conflicting explanations on how injuries were sustained
- 🐝 exhibits significant changes in behaviour, performance or attitude
- 🐝 indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age
- 🐝 discloses an experience in which he or she may have been harmed
- 🐝 gives other cause to believe that he or she may be suffering significant harm

### Dealing with a disclosure

If a pupil discloses that he or she has been abused in some way, the member of staff should:-

- 🐝 listen to what is being said without displaying shock or disbelief
- 🐝 accept what is being said
- 🐝 allow the child to talk freely
- 🐝 reassure the child but not make promises which it might not be possible to keep
- 🐝 not promise confidentiality – it might be necessary to refer to Children Schools and Families
- 🐝 reassure him or her that what has happened is not his or her fault
- 🐝 stress that it was the right thing to tell
- 🐝 listen, rather than ask direct questions

- 🐝 if necessary, ask open questions, not leading questions
- 🐝 not criticise the alleged perpetrator
- 🐝 Explain what has to be done next and who has to be told.

### Record keeping and monitoring

When a pupil has made a disclosure, the member of staff should:-

- 🐝 make brief notes during and as soon as possible after the conversation
- 🐝 not destroy the original notes in case they are needed by a court
- 🐝 record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- 🐝 complete the diagram with an outline of a body shape, to indicate the position of any bruising or other injury
- 🐝 Record statements and observations rather than interpretations or assumptions on the incident report form.
- 🐝 the DSP is required to undertake an annual Safeguarding Checklist

Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the DSP.

### Whistle blowing

It is important to Buzybees that any fraud, misconduct or wrongdoing by employees or people at Buzybees is reported and properly dealt with. At Buzybees we encourage all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run. At Buzybees, we recognise that effective and honest communication is essential if malpractice is to be effectively dealt with.

Whistle blowing relates to all staff and volunteers who work within the setting, who may from time to time think that they need to raise with someone in confidence certain issues relating to Buzybees. Whistle blowing is separate from the grievance procedures. If you have a complaint about your own personal circumstances you need to follow the grievance procedures highlighted in the 'staff hand book'. If you are concerned about malpractice within Buzybees the following procedures need to be followed:

- 🐝 Report any concerns to Devinde Ratnayake or Lakna Gunawardena
- 🐝 All staff is aware of preventing and eliminating wrongdoing within Buzybees and are watchful for illegal, inappropriate or unethical conduct and reports anything of that nature to the managers.
- 🐝 Staff understands that any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- 🐝 No one will be victimised for raising the matter under this procedure and continued employment and opportunities for future promotion or training will not be prejudiced because of a legitimate concern.
- 🐝 Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- 🐝 If misconduct is discovered as a result of any investigation under this procedure Buzybees disciplinary procedure will be used, in addition to any appropriate external measures.
- 🐝 If a malicious, vexatious or false allegation is made then this will be considered to be a disciplinary offence and disciplinary action will be taken.



- 🗨️ Any instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concerns, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to either Devinde Ratnayake or Lakna Gunawardena

### Allegations against staff

If an allegation is made against a member of the nursery staff (or a volunteer helper), advice would be taken from the LADO and Children Schools and Families will be contacted immediately. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the Nursery will do all it can to balance the interests of any individual with that of the need to keep children safe. The Nursery will seek advice from Children Schools and Families on these matters, and comply with national and locally agreed guidance.

### Physical restraint

There may be times when adults, in the course of their duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. We follow the guidance given in the DfES circular 10/98 on The Use of Force to Control or Restrain Pupils. The managers will require the adult(s) involved in any such incident to report the matter to him or her immediately.

### Confidentiality

DfEE 10/95 acknowledges that Safeguarding Children raises issues of confidentiality that must be clearly understood by all staff in schools. The Circular advises that all staff in the nursery have:

“A responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children Schools and Families and the Police). If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child’s sake. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receives information about children and their families in the course of their work should share that information only within appropriate professional contexts. Child Protection records should be kept securely locked”.

### Employment and recruitment

Buzybees ensures that people looking after children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children are suitable.

Practitioners must tell managers if they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). Buzybees does not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. Managers record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it).

Buzybees meets their responsibilities under the Safeguarding Vulnerable Groups Act 2006.

We will do all we can to ensure that all those working with children in our nursery are suitable people. This involves scrutinising applicants, verifying their identity and obtaining references, as well as the mandatory checks and enhanced CRB. We follow the DfES guidance set out in Safeguarding Children: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service, DfES.

We ensure that all staff has sufficient understanding and use of English to ensure the wellbeing of children in our care.

### **Family Support**

The Nursery School will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.

Where abuse at home is suspected, the Nursery School will continue to welcome the child and family while investigations proceed.

### **Liaise with other bodies**

The Nursery School and children's schools and families will work together:  
0208901 2690                      Discuss your Concerns or make a referral.  
03001231212 /020 8721 2994      Police

LSCB Harrow                                      02084241147 / lscb@harrow.gov.uk

**This policy was adopted by the managers and staff in October 2014**

**Signed on behalf of Buzybees**



## 45. SAFE ENVIRONMENT POLICY

Buzybees children are safe, loved and learning. The nurturing environment is a safe environment and this policy works in conjunction with the following policies:

- 🐝 Administration of medicine policy
- 🐝 Anti – Bullying policy
- 🐝 Arrival and collection policy
- 🐝 Child protection policy
- 🐝 Complaints policy
- 🐝 Drinking water policy
- 🐝 Fire policy
- 🐝 Head lice policy
- 🐝 Healthy eating policy
- 🐝 Healthy environment policy
- 🐝 Missing Child policy
- 🐝 Police check policy
- 🐝 Risk assessment policy
- 🐝 Safe Equipment policy
- 🐝 Security policy
- 🐝 Staff Ratio Policy
- 🐝 Uncollected child policy

The environment is contained and access is restricted. The front door is locked at all times and in addition a constantly locked gate prevents the children even accessing the front door. The garden is fully fenced and there is no access to the garden from outside the building. The children are always supervised when in the garden. The kitchen area is inaccessible to children and hot drinks are not carried around by the teachers. The premises are thoroughly cleaned with disinfectant cleaners daily and throughout the day.

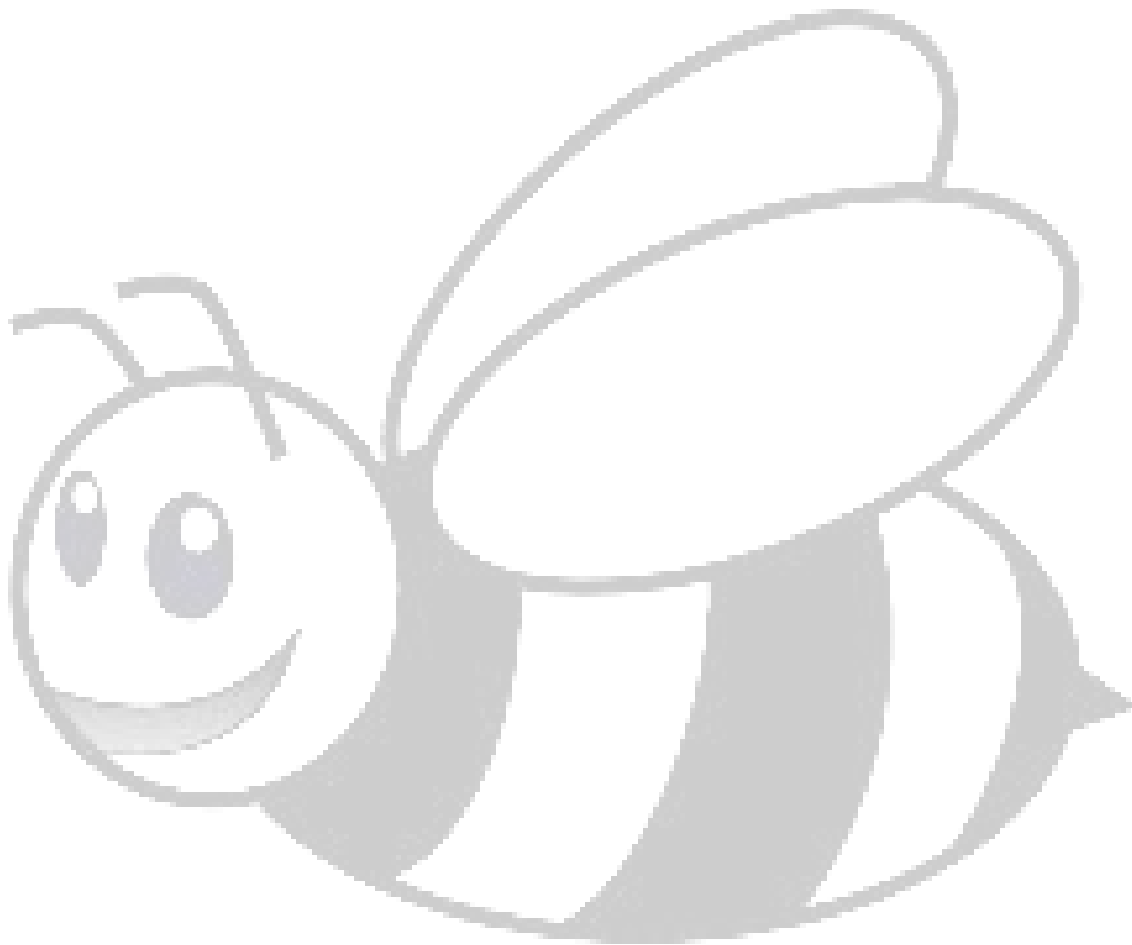


## 46. SAFE EQUIPMENT POLICY

This policy works in conjunction with the other Buzybees policies, in particular the Health and Safety policy. It is the Buzybees and Montessori philosophy that all equipment is prepared for the children and any broken or equipment with missing pieces is replaced immediately.

All the equipment used by the school is equipment suitable for a Montessori environment and children are guided to use equipment suitable to their stage of development.

Any equipment that is not suitable for the children (e.g. Knives etc) is kept in restricted areas which the children cannot access.



## 47 SETTLING IN POLICY

### Pre-Settling Period

- 🐝 A settling in period is the time before a child joins the Early Years when they can visit with their parents and stay for a while in order to get to know the staff, children and their new environment.
- 🐝 It is important that a child has spent some time in the nursery before the actual starting day; this will help them to feel a little more settled and confident about their new environment. It also gives the parents the opportunity to ask any questions and find out a bit more about how their child will be spending their day and the daily routine as well as getting to know the staff. These visits are an important part of the child's settling in process, it is a time when relationships with staff and parents can be built and the child can feel that they can start to build trusting relationships, within a safe and secure environment.
- 🐝 As a matter of policy we encourage parents and children to visit on at least three occasions before the first day (free of charge) the length of these visits can be up to an hour and times and days should be agreed with the manager.

### Policy Statement

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staffs are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

### Procedures

- 🐝 We allocate a key person before the child starts.
- 🐝 The key person is responsible for the induction of the family and for settling the child into our setting.
- 🐝 The key person offers unconditional regard for the child and is non-judgemental.
- 🐝 The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- 🐝 The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder and co-ordinates the sharing of appropriate information about the child's development with those carers.

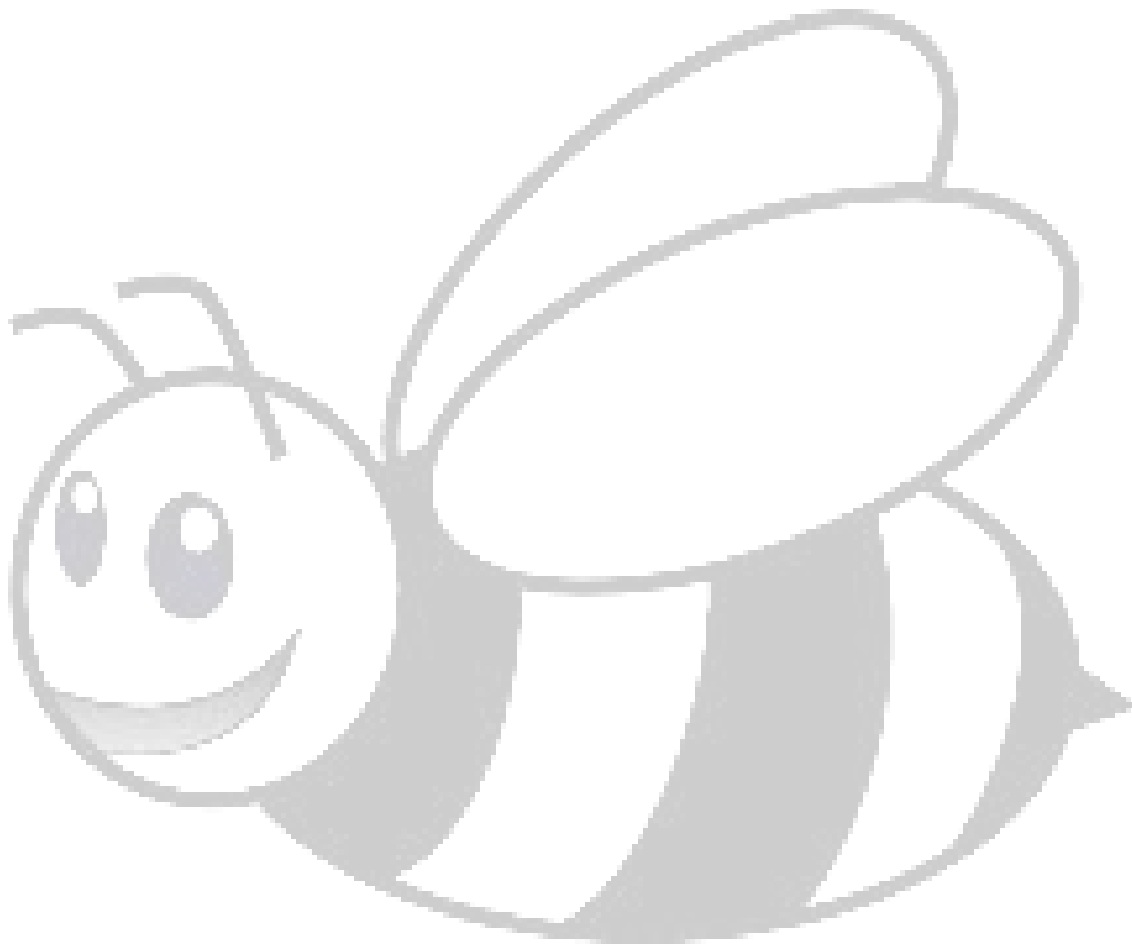
- 🐝 A key person is responsible for developmental records and for sharing information on a Regular basis with the child's parents to keep those records up-to-date, reflecting the full Picture of the child in our setting and at home.
- 🐝 The key person encourages positive relationships between children in her/his key group, Spending time with them as a group each day.
- 🐝 We provide a back-up key person so the child and the parents have a key contact in the Absence of the child's key person.
- 🐝 We promote the role of the key person as the child's primary care in our setting, and as the basis for establishing relationships with other staff and children.

## Settling-in

- 🐝 Before a child starts to attend the setting, we use a variety of ways to provide his/her Parents with information. These include written information (including our prospectus and Policies), displays about activities available within the setting, information days and Evenings and individual meetings with parents.
- 🐝 A month prior to the child's start date, we provide opportunities for the child and His/her parents to visit the setting.
- 🐝 We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- 🐝 We use pre-start visits and the first session at which a child attends to explain and Complete with his/her parents the child's registration records.
- 🐝 When a child starts to attend, we explain the process of settling-in with his/her parents And jointly decide on the best way to help the child to settle into the setting.
- 🐝 We have an expectation that the parent, carer or close relative, will stay for most of the Session during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- 🐝 Younger children will take longer to settle in, as will children who have not previously Spent time away from home. Children who have had a period of absence may also need Their parent to be on hand to re-settle them.
- 🐝 We judge a child to be settled when they have formed a relationship with their key Person; for example the child looks for the key person when he/she arrives, goes to them For comfort, and seems pleased to be with them. The child is also familiar with where things are and are pleased to see other children and participate in activities.
- 🐝 When parents leave, we ask them to say goodbye to their child and explain that they will Be coming back, and when we recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for at least the first week, or possibly longer, until their child can stay happily without them.
- 🐝 We do not believe that leaving a child to cry will help them to settle any quicker.
- 🐝 We believe that a child's distress will prevent them from learning and gaining the best from the setting.

- 🐝 We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- 🐝 Within the first four to six weeks of starting we discuss and work with the child's parents
- 🐝 To start to create their child's record of achievement, a review meeting is held.

This policy was adopted on 4<sup>th</sup> October



## **48. SMOKING, ALCOHOL & DRUGS IN THE WORKPLACE POLICY**

### **PURPOSE**

This policy has been developed to protect all staff, children and visitors from exposure to second hand smoke; effects of alcohol and drug addiction. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Exposure to alcohol and drugs inhibits the ability of the person and affects their ability to work.

### **POLICY**

It is the policy of Buzybees Montessori School that all areas within our school are smoke free and all staff has a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all staff, trainees, consultants, parents and visitors. The use of drugs and the consumption of alcohol are not permitted on the Buzybees premises and it is not permitted for staff to come to the workplace after consuming either alcohol or drugs. If a member of staff comes to school with the affects of alcohol or drugs s/he will be asked to leave the premises.

### **IMPLEMENTATION**

Overall responsibility for policy implementation and review rests with the Manager. However, all staff is obliged to adhere to, and support the implementation of the policy. The Manager shall inform all staff and visitors of the policy and their role in the implementation and monitoring of the policy. The Manager will also give all new personnel a copy of the policy on recruitment/induction.

Procession, use of or being under the influence of non-medical drugs or alcohol on nursery premises or during working hours will be considered gross misconduct.

Practitioners taking any medication should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

The management expect that staff should be able to share with them any unexpected side effects of medication; in these circumstances the member of staff will be removed from working directly with children and if required given sick leave.

### **NON-COMPLIANCE**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **HELP TO STOP SMOKING; TAKING DRUGS OR ALCOHOL**

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service. In relation to drugs and alcohol you can contact your doctor who will put you in contact with the right help.



## 49. STAFF APPRAISAL POLICY

Staff appraisal will take place once a year and will consist of a one to one meeting between the member of staff and the Manager or Co. Manager.

Prior to the meeting each member of staff will be given a letter advising of the date of the meeting, and inviting them to consider the following points which can be discussed at the meeting

- 🐝 Immediate improvements which could be made in relation to the individual's job
- 🐝 Immediate improvements which could be made to the school
- 🐝 Long term improvements which could be made either to the individual's job or the school
- 🐝 Developments of the individual's job in the coming year
- 🐝 New areas of work or responsibility that the individual would like to take on
- 🐝 Any difficulties the individual is experiencing in their work
- 🐝 The objectives from the previous appraisal and areas of improvement
- 🐝 Support from management team to support staff where required.

The Manager and member of staff will complete the self appraisal form (**see appraisal form in teacher's pack**). A copy of the appraisal form will be given to the staff member.

If as a result of the meeting specific action is considered relevant, a date for this action to be completed will be set, and the member of staff will be informed of this. Where necessary a date for a further meeting will also be set.

Copies of staff appraisal notes will be kept in the appropriate personnel file and a copy will be given to the member of staff for his/her personal teacher's file



## 50. STAFF DISCIPLINARY POLICY

The primary purpose of this disciplinary policy and procedure is to encourage and support a genuine and permanent improvement in the conduct and job performance of all staff. The disciplinary procedure does not apply in an employee's trial period but only once successful trial has been completed.

The underlying Managers of this policy and procedure are:

1. Save for exceptional circumstances, no formal disciplinary action will be taken against you until the case has been investigated;
2. You will not be dismissed for a first disciplinary offence, except in the case of gross misconduct
3. At every stage in the procedure you will be advised of the nature of the complaint against you and will be given the opportunity to state your case before any disciplinary decision is made
4. At all formal stages of the procedure you will have the right to be accompanied by a colleague
5. You will be offered the right to appeal against any formal disciplinary action taken
6. This Policy and Procedure may be implemented at any stage if the alleged misconduct warrants such action
7. The school may chose to suspend you with pay whilst a case is being investigated

### Gross Misconduct

The school may at any time terminate your employment immediately without warning in the event of what is deemed gross misconduct. Below is a non exhaustive list of examples of what would be deemed gross misconduct.

- 🐝 The use of abusive language that offends other employees.
- 🐝 Any conduct detrimental to the interests of the school, its relations with its parents or public or damaging to its public image, shall be a disciplinary offence.
- 🐝 Failure to declare any court or police action against you whilst you are employed by Buzybees Montessori School.
- 🐝 Smoking is prohibited on the school premises and failure to adhere to this policy may result in warning
- 🐝 Theft or the unauthorized possession of property belonging to the school, its employee or parents
- 🐝 Assault on any employee or person associated with the school
- 🐝 Breach of confidence i.e. the divulging of confidential information relating to the school, it's employees or parents
- 🐝 Dishonesty.
- 🐝 Being under the influence of drugs or alcohol whilst on duty.
- 🐝 Serious or persistent breach of safety rules
- 🐝 Physical assault and / or physical or verbal abuse towards a child including unnecessary harshness
- 🐝 Breach of the Race Relations and Sex Discrimination Legislation which includes any discrimination in any way against a person on the grounds of colour, religion, ethnic or national origin, sex or marital status etc

## **The Disciplinary Process**

When you are issued with a warning, you will be informed of the period for which the warning will remain in place. A copy of the written warning will be kept in your personnel file. If your conduct or job performance reaches an acceptable level after the specified period, the warning will be disregarded for disciplinary purposes, but will be kept on your personnel file. There are a number of stages to the disciplinary procedure.

### ***Stage 1 – Formal Verbal Warning***

In the case of minor misconduct or unsatisfactory job performance or if there is no improvement after an informal warning has been issued, you will be given a formal verbal warning, a note of which will be held on your personnel file. You will also be reminded that if there is no improvement within a specified period, further disciplinary action will be taken. The period of the warning may vary, but would normally be effective for 6 months and disregarded for disciplinary purposes thereafter.

### ***Stage 2 – First Written Warning***

If the breach of school's standards is more serious, or there is no improvement in your conduct or job performance, or another breach of school standards occurs, you will receive a first written warning. This will include the reason for the warning, give details of how you should improve and remind you that if there is no improvement within the specified period, further disciplinary action will be taken.

The warning will normally be disregarded for disciplinary purposes after twelve months.

### ***Stage 3 – Final Written Warning***

If the breach of the school's standards is very serious, or there is still no improvement in your conduct, attendance or job performance or another breach of school standards occurs a final written warning will be given. This will include the reason for the warning, giving details of how you should improve, and remind you that if there is no improvement within the specified period, you may be dismissed. The warning will be disregarded for disciplinary purposes after eighteen months.

### ***Stage 4 – Dismissal***

If there is no satisfactory improvement in your conduct, attendance or job performance or if a further breach of the school's standards occurs, you will be dismissed. You will be informed in writing of the decision to dismiss you, given details of the reason for the dismissal, your termination date, the appropriate period of notice or amount of pay in lieu of notice, your right of appeal and details of the appeal process.

A decision to dismiss will only be taken by the Manager and dismissal will only be applied when sound judgement indicates no reasonable alternative.

If you are dismissed under this policy your employment will terminate on the date specified in writing. Your employment will NOT be suspended pending the outcome of any appeal procedure. Should an appeal reverse the decision to dismiss you, you will be reinstated with no break in service and any monies owing to you will be paid.

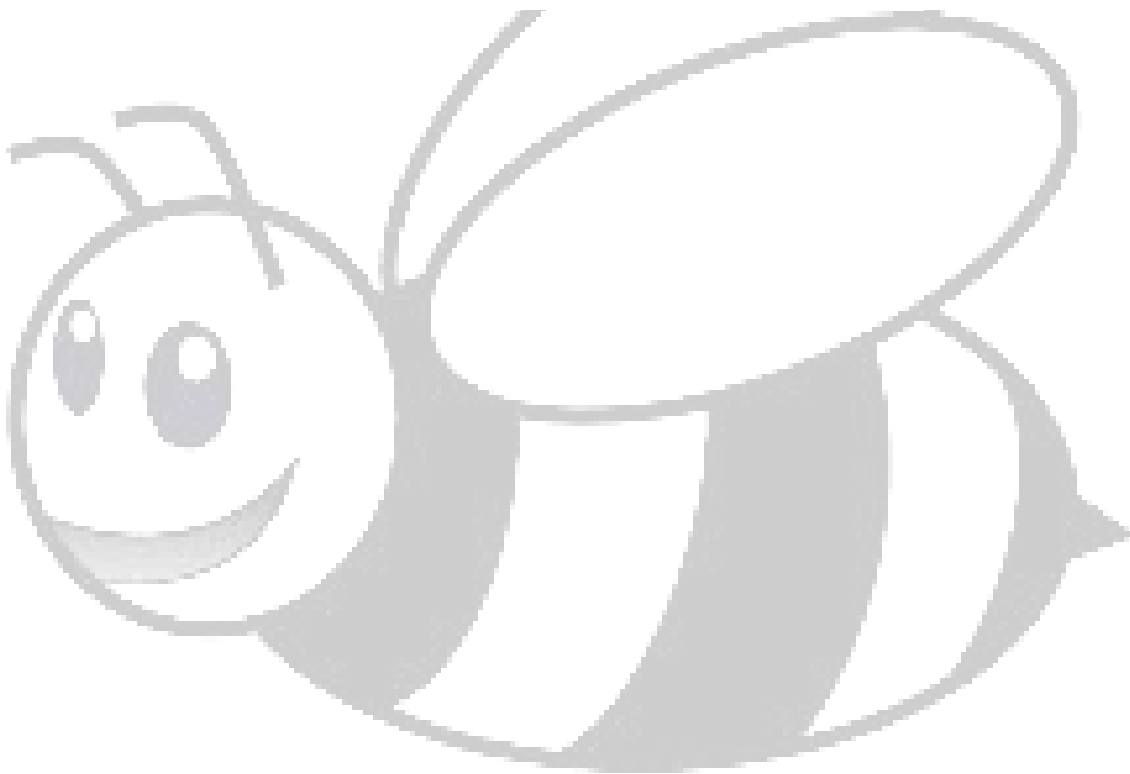
Any of the above stages of disciplinary action may be omitted, depending on the seriousness of the misconduct.

***All records relating to disciplinary action will be kept in accordance with the provisions of the Data Protection Act 1998.***

## 51. STAFF RATIO POLICY

It is the policy at Buzybees to ensure that there are always sufficient staffs to give the children the care and attention which they need and in particular that staff numbers do not fall below the recommended staff: child ratios (currently 1:3 for children under 2; 1:4 for children under 3 and 1:8 for children 3 and above).

- 🐝 The number of permanent staff is always in excess of requirements. In particular the Manager is always supernumerary and can be called on to take over a position in the event of staff absence.
- 🐝 Buzybees has a standby list of people who can be called on to fill in if necessary in the event of staff absence. The people on the standby list are all police checked and may already work in the Montessori on a part time basis.
- 🐝 For school outings we ask parents to support our requirement for a 1:2 ratio of staff to child.



## 52. UNCOLLECTED CHILD POLICY

Buzybees Montessori has an obligation to stay with any uncollected child at the end of the day until that child is collected.

In the case of a child not having been collected on time without prior notice from the parent / carer, the following steps should be taken:

- 🐝 The staff will NOT release the child to an unauthorized person unless notified by the parent / carer that an emergency has prevented him / her from collecting the child. In this instance a full physical description, name and address and a password will be required before the child is released. The staff should check these details before permitting the child to leave – even if the child seems to recognize the person.
- 🐝 If the child is not collected within 15 minutes after the school closing time, the staff will try and make contact with the parent / carer or another person on the emergency contact list.
- 🐝 If unsuccessful the staff will continue to wait with the child whilst continually trying to establish contact with the parent / carer.
- 🐝 If no contact has been made either way after 2 hours, Social services will be contacted.
- 🐝 A message will be left with the parent / carer to advise of this action
- 🐝 The safety of the child then becomes the responsibility of the Social Services team
- 🐝 A record should be kept of all children who are not collected on time on the attached record card
- 🐝 The nursery has the right to impose a fine on any parents / carers who continually pick their child up after the allocated time as this is unfair not just on the staff but on the child.
- 🐝 Late pick up charge is £7.50 for every 15 minutes

**Children's Services Golden Number: 0208 901 2690**

<b>UNCOLLECTED CHILD RECORD</b>
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Name of Child :	
Date of Birth :	
Date :	
Time collected :	
Name of teacher supervising:	
Did the parent / carer contact the school to inform of delay and reason :	
Times calls made to parent / carer or other emergency contact (note name & time) :	
Alternative person authorised to collect – name, physical description, address and password :	
Time Social Services informed (if applicable) :	
Time parent/carers informed if Social services informed:	
Outcome :	

Manager Signature :	Date :	
Teacher supervising Signature :	Date :	
Parent/carers signature :	Date :	

## 53. VISITOR POLICY

### Policy

To ensure we record all visitors for security purposes and in case of fire. Any visitors such as sales people, college assessors, gardeners, handyman etc must fill in the visitor's book on arrival.

#### 1. FRONT DOOR / GATES

- 🐝 The front door /Gates are locked when the children are in the Montessori and only opened during drop-off and pick-up times. All visitors are directed to the main front door

#### 2. VISITORS BOOK

- 🐝 All Visitors sign in and out and complete all parts of the Visitors' Book
- 🐝 Unexpected or unknown visitors may be asked to make an appointment at another time
- 🐝 Unknown visitors may be asked to produce some form of Photographic ID to gain entry to the Montessori
- 🐝 Visitors Badges are allocated to ALL visitors

#### 3. VISITS BY PROSPECTIVE PARENTS

- 🐝 Parents give their name, [and child's name and DOB] address, home and mobile phone nos. and email address
- 🐝 Appointments are made for 'Show Around' although spontaneous ones are given in special circumstances
- 🐝 Prospective parents are asked to bring some form of Photographic ID with them when they visit the Montessori
- 🐝 The Montessori reserves the right to refuse entry to any persons for any reason whatsoever should they have any cause for concern or suspicion with regard to their reason for the visit.

#### 4. VISITS BY OTHER PEOPLE

- 🐝 Enquiries from any other Visitors may need to be authenticated prior to entering the building.
- 🐝 Any performances e.g. Musicians, Theatre Companies or Displays e.g. Books or Zoo Animals are stringently checked and full references obtained prior to any appointment being made
- 🐝 Work Experience Pupils' Details are received from their Secondary School and their identity is confirmed upon their arrival on the first morning.
- 🐝 Prospective employees are required to complete a Staff Application Form and may be asked to bring with them photographic ID when they attend for their first Interview.

#### 5. ALL VISITORS

- 🐝 Visitor Appointments are included in the Weekly Diary so staffs are aware of who is expected on the premises.
- 🐝 Visitors are accompanied at all times when they are on the Montessori premises and NEVER left alone with a child

#### 6. MOBILE 'PHONES

- 🐝 Visitors [if appropriate] are asked and reminded not to use their mobiles in rooms when children are present.

## 54. WEATHER POLICY.

### Policy.

Buzybees operates a hot, cold and rainy weather policy.

As we encourage children to be outdoors all year round and since the weather in Great Britain is very unpredictable the following Managers apply during the different seasons.

### Procedure.

- 🐝 During very hot weather parents are asked to supply sun hats and apply sun cream to children before attending Buzybees each day
- 🐝 During rainy weather parents are asked to dress children with Wellington boots, raincoats and hats before attending Buzybees each day
- 🐝 During cold weather parents are asked to dress children warmly with appropriate jumpers, hats, scarves, gloves and shoes
- 🐝 Buzybees accepts no responsibility for children who are dressed inappropriately and therefore will not allow the child to have access to the garden
- 🐝 We will provide sun cream for the children at a one off payment of 50p per session or you can provide your own if you prefer, you will be asked to sign a form to state your preference and giving permission for the staff to apply the sun cream.
- 🐝 Water is available to the children at all times and during hot weather they will be encouraged to drink more often.
- 🐝 Children will only be allowed to play outside if they have a sun hat to protect them please remember to keep a hat in your child's bag.
- 🐝 A shaded area will be provided in the garden so the children can access this whenever they choose.
- 🐝 The Website: [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather) will be accessed each morning to check the U.V levels for the day to ensure the children are always protected even on days that appear to be low risk, they will display outside the classroom.

### Extreme Weather

- 🐝 In the event of the temperature in the children's rooms dropping below 10oc over a prolonged period of time we will phone parents to come and collect the children as they are at risk when exposed to this temperature for a long period of time.
- 🐝 We will only close the Montessori due to snow as a last resort but if there is any doubt please call in the morning to ask for information, if we have a minimum staff team we may have to run at a reduced capacity to maintain our legal ratios but you will be informed of the details as soon as is possible on the morning.



## 55. WORK EXPERIENCE POLICY

Buzybees welcome work experience pupils and teacher training students. Prior to accepting any pupil or student the school insists that:

- 🐝 The school or college certifies that the pupil or student that wishes to attend work experience is particularly interested in working with young children
- 🐝 The school or college certifies that the pupil or student is not carrying any infectious illness and does not have head lice
- 🐝 The pupil or student visits for half day prior to the work experience taking place in order to ensure that he or she is able to fit in with our work, and that we are able to work with the individual
- 🐝 The school or college agrees the hours that the pupil or student is to attend the school, and the pupil or student is aware of these timings, and can attend at these times
- 🐝 The school or college certifies that the pupil has not been suspended from school or college at any time

During the weeks of work experience or teacher training the person will work with various members of staff in each area of the school

The person will be given a Buzybees student pack to be read and completed prior to starting at Buzybees and at the end of the practice time to complete the questionnaire at the end of the pack

At the end of the practice the school will write a report on the person and the experience which will include reference to any particular problems that were encountered

Review Date 4 November 2014

**OFSTED – SAFEGUARDING & PROTECTION CHILDRENS WELFARE**

<b>POLICY NUMBER</b>	<b>POLICY NAME</b>
1	Accident / Incident Policy
2	Administration of Medicine
3	Anti-Bullying Policy
5	Arrival and Collection Policy
31	Nappy Changing and Toilet Policy
6	Behaviour Policy
44	Safeguarding Child Protection Policy
7	Childhood Spirituality Policy
8	Classroom Observation Policy
13	Drinking Water Policy
18	Emergency Treatment Policy
15	Equality Of Opportunity Policy
19	Head Lice Policy
20	Healthy Eating Policy
22	Health and Safety Policy
23	Individuality of Child Policy
30	Missing Child Policy
32	Outdoor Play Policy
33	Outings Policy
38	Photography Policy
40	Premises Policy
48	Smoking, Alcohol and Drugs Policy
52	Uncollected Child Policy
54	Weather Policy

**OFSTED – SUITABLE PERSON**

<b><i>POLICY NUMBER</i></b>	<b><i>POLICY NAME</i></b>
26	Key Person Policy
39	Police Check Policy
41	Recruitment Policy
48	Smoking Alcohol and Drugs Policy
49	Staff Appraisal Policy
50	Staff Disciplinary Policy
51	Staff Ratio Policy
55	Work Experience Policy






**OFSTED – SUITABLE PREMISES, ENVIRONMENT AND EQUIPMENT**

<b><i>POLICY NUMBER</i></b>	<b><i>POLICY NAME</i></b>
17	Fire Policy
21	Healthy Environment Policy
42	Risk Assessment Policy
45	Safe Environment Policy
46	Safe Equipment Policy

**OFSTED – ORGANISATION**

<b><i>POLICY NUMBER</i></b>	<b><i>POLICY NAME</i></b>
2	Admissions Policy
4	Anti-Discriminatory Policy
8	Classroom Observation Policy
9	Compassionate Leave Policy
11	Confidentiality Policy
12	Data Protection Policy
15	Equality of Opportunity Policy
16	Essential Records Policy

23	Individuality of Child Policy
26	Key Person Policy
29	Maternity Leave Policy
34	Parent Observation Policy
35	Parental Leave Policy
36	Partnership with Parents Policy
37	Paternity Leave Policy
43	Recording and Monitoring Policy
47	Settling In Policy

<b>DOCUMENTATION SOURCE</b>
 All Policies as per contents page of this document
 Prospectus – including application form
 Parent Pack
 Recruitment Pack
 Teachers Pack – including CRB checks

### STAFF AGREEMENT TO POLICIES

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Harsha Manager		
Nabeela Co. Manager		
Lakna Directress		
Devinde Director		

Review Dates 4 NOVEMBER 20014