

Lower Covey Montessori Nursery Policies and Procedures

Section 1 – Safeguarding

1. MASH – Multi Agency Safeguarding Hub
2. Allegations of abuse
3. Whistleblowing
4. Child protection
5. Physical contact
6. Staff supervision
7. Mobile phones
8. Digital images
9. Social networking
10. E-Safety – *Please see E-Safety Policy (section 10)*

Section 2 – Early Years Foundation Stage (EYFS)

1. EYFS
2. Learning and development
3. Observation, planning and assessment

Section 3 – Inclusion and Diversity

1. Equality Statement
2. Role of Inclusion Champion
3. Legal framework
4. Equal opportunities: Employment
5. Equal opportunities: Admissions
6. Equal opportunities: Resources
7. Equal opportunities: Curriculum
8. Equal opportunities: The learning environment
9. Equal opportunities: Behaviour
10. Equal opportunities: Assessment
11. Languages
12. Positive action
13. Faiths and beliefs
14. Food
15. Festivals
16. Discriminatory behaviour/remarks
17. Ethos
18. Equality training

Section 4 – Health and Safety



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— since 1989 —

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1. Contingency plan
2. Fire safety
3. Food safety
4. Health and Safety
5. Manual handling
6. Risk assessments
7. Smoking
8. Visitors
9. Work stress

Section 5 – Welfare of Children

1. Admissions
2. Behaviour management
3. Complaints
4. Whistleblowing – *please see Safeguarding (Section 1)*
5. Daily routines
6. Data protection
7. Early Years nutrition
8. Equal Opportunities – *please see Inclusion and Diversity (section 3)*
9. First aid
10. Food safety – *please see Health and Safety (section 4)*
11. Hygiene
12. Illness and accident
13. Medicines
14. Outings
15. Safeguarding – *please see Safeguarding (section 1)*
16. Security
17. Uncollected child
18. SEN

Section 6 – Working with Parents

1. Admissions – *please see Welfare of Children (section 5)*
2. Complaints – *Please see Welfare of Children (section 5)*
3. Partnership working

Section 7 – Administration and Organisation

1. Administration
2. Cleaning
3. Disabled access
4. Finance
5. Planning and organisation



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6. Security – *Please see Welfare of Children (section 5)*

Section 8 – Staff Supervision

Section 9 – Recruitment, Selection and Induction

Section 10 – E-Safety

1. Online safety policy
2. Acceptable use
3. Cameras and Images

