Privett Montessori
NURSERY SCHOOL

Policies and Procedure Change Log

First policies and procedures were established in 1988 and have been annually updated or at an ad hoc basis depending on the situation. In the below table a summary of changes since 2020 with most recent changes at the top:

Policy number	Policy	Date	Signed off by	Reason for Change
1.2	*Safeguarding policy*	*04/11/2026*	Veronica van Ingen	Comprehensive review and update in line with the EYFS Statutory Framework effective from 1 September 2026 and Working Together to Safeguard Children 2026. Amendments include updated safeguarding reporting procedures, attendance monitoring, allegations management, safeguarding training, mobile phone and electronic device arrangements, recruitment cross-references, information sharing and updated local authority contacts.
1.6.1	*Screen Use*	*04/11/2026*	Veronica van Ingen	Adoption of policy
2.3	*Supervision*	*04/11/2026*	Veronica van Ingen	Policy reviewed and updated in line with the EYFS Statutory Framework effective from 1 September 2026. Amendments clarify supervision arrangements from the start of employment, safeguarding responsibilities, ongoing suitability, recording of agreed actions and confidentiality.
2.4	*Student*	*04/11/2026*	Veronica van Ingen	Policy reviewed and updated in line with the EYFS Statutory Framework effective from 1 September 2026, including student suitability checks, supervision requirements and eligibility for inclusion in staff-to-child ratios.
6.8	*Sleeping Routine*	*04/11/2026*	Veronica van Ingen	Policy reviewed and updated in line with the EYFS Statutory Framework effective from 1 September 2026, incorporating strengthened safer sleep requirements, appropriate sleeping equipment, bedding, room temperature and supervision arrangements.
2.1	*Recruitment*	*02/09/2026*	Veronica van Ingen	Updated point 4, starting work relating to DBS
2.2	*Suitable Staff*	*02/09/2026*	Veronica van Ingen	Updated policy and used bold letters

1.2	*Safeguarding policy*	*04/09/2025*	Veronica van Ingen	Reorganised the policy by converting the policies into four sections. This enabled, the September 2025 EYFS change relating to Safer Recruitment (providers must obtain and verify references for all new staff prior to they start working) and Training annex (now include an annex detailing how staff are trained and how that training is applied in practice), to be placed fully under part 4.
1.2a	*Intimate care*	*04/09/2025*	Veronica van Ingen	EFYS standard change per 1 September 2025
6.8	*Sleeping Routine*	*03/12/2024*	Veronica van Ingen	Adaption of policy
1.2	*Safeguarding policy*	*26/02/2022*	Veronica van Ingen	Added page 9-11 on County Lines, Contextual safeguarding, updated p3 and p4 with latest telephone numbers and support agencies
8.3	*Visit & outgoings*	*27/10/2021*	Veronica van Ingen	Updated further guidance link and included a table to summarise approach
8.7	*None Smoking Policy*	*27/10/2021*	Veronica van Ingen	Added Vapour products to the none smoking policy
10.6	*Data Protection*	*27/10/2021*	Veronica van Ingen	Updated link in further guidance note, as part of annual review
6.2d	*Information sheet for close contacts of PCR positive cases*	*14/10/2021*	Veronica van Ingen	Adoption of Information sheet part of 6.2.c
6.2.c	*Infection control of Covid19*	*14/10/2021*	Veronica van Ingen	*Included Information sheet as part of procedure 6.2d. aimed at providing parents with guidelines*
6.2.c	*Infection control of Covid19*	*26/10/2021*	Veronica van Ingen	Updated policies in line with abolishment of social distancing per 19 July Updated policies by making use of specific further guidance links as changes to policies may occur immediately.
1.1	*Children's rights and entitlements*	*26/10/2021*	Veronica van Ingen	Changed spelling on a few articles' headings page 3 from Article 12 & 31 to Articles 12 and 31.
1.2	*Safeguarding and child protection*	*26/10/2021*	Veronica van Ingen	Minor, changed phone number from a grey to black letter type
1.6	*Online safety*	*26/10/2021*	Veronica van Ingen	Minor spelling changes, inserted link to online safety training, part of annual review
3.4	*First Aids*	*26/10/2021*	Veronica van Ingen	Updated the 1st and 3rd link of further guidance paragraph
6.3	*Recording and Reporting Accidents and Incidents*	*26/10/2021*	Veronica van Ingen	Updated Further guidance link of RIDDOR

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8.1a	*Environmental Sustainability*	*26/10/2021*	Veronica van Ingen	Commitment from the owner to make long term investment by purchasing materials made out of durable materials (i.e wood) instead of plastic, when possible.
8.2	*Supervision of Children*	*26/10/2021*	Veronica van Ingen	Added last paragraph on external gate
8.2a	*Supervision of Visitors*	*26/10/2021*	Veronica van Ingen	Adjusted 2nd paragraph on external gate
6.2d	*Information sheet for close contacts of PCR positive cases*	*14/10/2021*	Veronica van Ingen	Adoption of Information sheet part of 6.2.c
6.2.c	*Infection control of Covid19*	*14/10/2021*	Veronica van Ingen	*Included Information sheet as part of procedure 6.2d. aimed at providing parents with guidelines*
6.2.c	*Infection control of Covid19*	*29/03/2021*	Veronica van Ingen	Updated further guidance links
6.2.c	*Infection control of Covid19*	*17/08/2020*	Veronica van Ingen	Adoption of policy
All		*7/08/2020*	Veronica van Ingen	Creation of all policies