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Policies and Procedures

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# **LEARNING AND DEVELOPMENT**

## NURSERY PHILOSOPHY

Welcome to Sunshine Fruits Montessori, where we nurture every child's unique journey of discovery, growth, and development. Our philosophy is grounded in the Montessori approach, promoting a love of learning, independence, and mutual respect..

In 2017, Sunshine Fruits Montessori proudly earned recognition as an accredited Montessori school by the esteemed Montessori Centre International (MCI). This accreditation stands as a testament to our commitment to providing an authentic Montessori experience for our young learners.

Our nursery seamlessly integrates the Montessori approach with the Early Years Foundation Stage (EYFS) framework, aligning our practices to deliver the EYFS Early Learning Goals. Our implementation of the Montessori approach allows us to offer a holistic educational experience that not only meets but surpasses the developmental milestones set by the EYFS. By harnessing the core tenets of Montessori education, we create an environment where children are encouraged to explore, learn, and develop at their own pace.

At the heart of our philosophy is the belief in supporting children's individual choices. Our classrooms are carefully designed to stimulate curiosity, creativity, and independence. Through purposeful activities and self-directed learning, we empower children to make choices, fostering a sense of responsibility and self-confidence from an early age.

Diversity is considered an asset to encourage among our nursery community, and we celebrate the unique qualities, backgrounds, and experiences each child brings to our nursery. We believe that embracing diversity enriches the learning environment, promoting a culture of understanding, acceptance, and respect among our young learners.

At Sunshine Fruits Montessori, we are not just educators; we are facilitators of lifelong learning, sowing the seeds for a future where each child can flourish academically, socially, and emotionally. We invite you to join us on this journey, where curiosity, kindness and compassion are upheld, and every child is valued for the extraordinary individual they are.

## PARTNERSHIP WITH PARENTS/CARERS

At Sunshine Fruits Montessori, we consider parents as our partners in the holistic development of each child, understanding that the collaboration between nursery and home life is crucial for a child's overall well-being. We foster an open and active two-way dialogue, recognising the importance of regular and meaningful feedback about your child's day.

To keep parents informed and engaged, we have several methods of sharing information. Our Famly app serves as a daily window into your child's experiences at the nursery, offering newsfeeds with summaries of their learning and achievements, accompanied by delightful photos capturing moments of concentrated focus and sensory exploration. Monthly newsletters provide insights into our thematic Topics and menus, creating a sense of continuity between home and nursery.

Participating in our vibrant community events, such as Mother's/Father's Days, Sports Day, and Summer BBQ, strengthens the bond between parents, children, and the nursery. Moreover, we host annual talks on Primary Schools and Private Schools, offering valuable insights to guide parents in making informed decisions about their child's educational journey.

We are very proud to offer comprehensive, detailed and structured Termly Progress Meetings, where parents are invited to discuss their child's progress and development in-depth, alongside a detailed written report. Recognising the external commitments of parents, we strive to accommodate work based schedules to ensure every family can engage in these vital conversations.

To maintain our positive and inclusive environment, we have a zero-tolerance policy regarding aggressive or offensive behaviour. Any issues will be addressed promptly and amicably, ensuring harmony for everyone involved.

## CURRICULUM

The nursery has a responsibility to ensure that our provision meets the learning & development requirements outlined by the Early Years Foundation Stage Framework. We aim to deliver individualised learning, development, and care for every child to help give them the best possible start in life. The curriculum centres on the child as a learner, acknowledging the importance of how they learn, as well as what they learn. All the areas are delivered through planned, purposeful play with a balance of adult-led and child-led activities, both indoors and outdoors.

We view all children as individuals with the right to be treated with equal respect to the adults around them. We aim to embody the Montessori principle of ‘freedom within limits’, where we:

* Provide a safe, caring, stimulating environment, with supportive adults offering a wide range of activities, experiences, and materials. Wherever possible, we provide an environment where the activities and materials allow children to engage in self-taught play.
* Give children the opportunity to choose activities and experiences, and to develop independence within the curriculum. The Work Cycle will provide the children with up to two hours of uninterrupted freedom to choose their own activities and self-led learning. Children have the freedom to choose what to play with, where to play with it, who to play with or whether to play independently, how long to play with it and crucially how to play with it.
* The Montessori sequence of activities provides a structured route for children to learn key skills such as shapes and colour, by scaffolding their learning with one new piece of information at a time that builds on their existing knowledge.
* Maintain clear, consistent, and age-appropriate Ground Rules which all children are familiar with and fosters a calm and supportive environment.
* Give children the opportunity and structure to build up positive meaningful experiences and relationships with peers and adults.
* Create a partnership with parents to support and enhance the development of children.
* Provide equal learning and development opportunities for all the children
* Ensure that each child has positive experiences of success at his/her own level, in order to give him/her confidence and motivation for learning in the future. We focus on what the child can do, not what they can’t do. In almost all cases, we do not correct a child, but will note the child’s stage of development and return to the activity at a later time with appropriate support.
* Provide a balanced curriculum which takes account of, and responds to, the child’s developmental needs, and allows each child to make progress related to his/ her own abilities.

### Use of Information and Communication Technology (ICT):

We do not provide daily ICT access to children, as we prioritise hands-on exploration and direct interaction with physical materials. When ICT is used (e.g., story tapes, music CDs), it is always supervised, part of a planned activity and does not involve the use of screens. At Sunshine Fruits Montessori, children are offered models, samples, posters, pictures, audio, demonstrations and other alternatives to electronic screens to share information and capture imaginations.

### Curriculum areas:

Practical Life

Activities focus on self-care, care of the environment, and fine motor skills. For example, pouring activities foster independence at meal times, threading beads develops fine motor skills essential for tasks like tying shoelaces, and dressing frames support self-care routines. This is often the first area children explore in depth and it is ideal to build their independence and self-confidence, as well as building social skills around turn taking and personal responsibility.

Sensorial

The Sensorial area is closely linked to the idea of “Shape, space and measure”. This area is largely focussed on grading and matching various objects which can be categorised by property, such as size, colour, weight, length etc. For example, the sound boxes go from loud to quiet which sharpens the child’s hearing; the red rods go from long to short which sharpens the child’s visual discrimination of length; the pressure cylinders go from light to firm which sharpens the child’s sense of touch. The children also learn about shape and dimension, exploring 3D shapes to understand the attributes of a sphere or cube, before introducing their 2D bases.

Literacy

The Montessori literacy area separates the two elements of reading and writing – the physical ability to write letters and the cognitive ability to match sounds with letters and break down or build words. With the physical ability to write there are lots of pre-literacy elements of the materials in other areas to help with the pencil grip, wrist strength and lightness of touch. When learning letters children work with sandpaper letters, where they can feel the shape of the letter. Literacy in the Montessori approach is all about movement and doing and muscle memory.

Numeracy

Like Literacy, Montessori uses movement and physical objects to teach mathematics, and children work with number rods, counters, beads all the way up to the 1000’s. Montessori believed that movement is the key to learning and numeracy is no exception. Sunshine Fruits Montessori spends a great deal of time teaching the foundations of what it means to have “4” or “7” so that more complex functions later come more naturally to the children.

Understanding the World

Understanding the World is split into three components; biology, geography and science. We introduce children to concepts through practical exploration. Experiences include observing melting ice, investigating magnets, caring for plants and animals, and exploring our local community. Children are taught about the solar system and our place in the solar system, with a focus on conservation and care for the environment. We foster critical thinking by exploring interesting facts such as why some birds swim or why salt water doesn’t freeze easily, or how a dandelion is both a yellow flower and the seed head children so love to blow away.

Creativity

Creativity is present throughout the other curriculum areas in storytelling, imaginative use of the Montessori equipment, putting different resources together or comparing them. The creativity area however is for the more traditional elements of visual arts and design. Children are encouraged to do lots of mark-making on the chalk board, there are always art resources available such as feathers or ribbons, and children can use the natural materials provided at nursery or brought back from our local outings to create art. Sunshine Fruits Montessori aims to only provide primary coloured paints, so that children can learn how to make secondary colours from the primary colours.

## OBSERVATION & ASSESSMENT

At Sunshine Fruits Montessori, we seamlessly integrate the Montessori approach into the Early Years Foundation Stage (EYFS) areas of learning, ensuring an enriched educational experience for every child. Our commitment to excellence extends to our observations and assessments, aligning with national guidelines. We take pride in presenting assessments in a format that is clear and comprehensive. Termly Progress Reports clearly summarise each child's achievements across all areas of learning, formatted to ensure smooth transitions and ease of understanding for parents and receiving schools. This harmonious blend of the Montessori philosophy and adherence to national standards ensures that each child receives a tailored and high-quality education, fostering their individual growth and preparing them for a smooth transition to future educational milestones.

### Daily Observations

Our commitment to monitoring each child's progress is a daily practice. Observations are an integral part of our routine, and every day, our dedicated team of practitioners observe the children's engagement and attainment levels. These observations are not only a valuable tool for assessing each child's development but also serve as a basis for the daily newsfeeds shared with parents on the Famly app, offering a real-time look into their child's experiences at the nursery.

### Montessori Approach to Observations

Montessori practitioners adhere to the philosophy of observing without interruption or assumption. Each nursery day or activity engagement is an opportunity for the Key Person to observe the child's choices, preferences, and interactions, contributing to a deeper understanding of their unique learning journey. Observations from previous days and Work Cycles inform the planning process, ensuring age-appropriate challenges and aligned learning objectives.

### Continuous Monitoring and Weekly Planning

Our teachers are dedicated to continually monitoring the children's development. Through weekly planning sessions, activities are curated to be age-appropriately challenging, fostering a dynamic learning environment. These planning sessions ensure that the learning experiences are tailored to the needs and interests of each child.

### Formal Assessments

Termly Progress Reports are a staple of our provision. Parents participate in Progress Meetings where reports are shared, fostering a collaborative understanding of their child's progress. For children under 2 years, assessments focus on the three Prime Areas of learning and development: Communication & Language, Physical Development, and Personal, Social & Emotional Development. At around 27-30 months, this takes the form of the 2 Year Progress Check. Subsequent Progress Reports, after the 2 Year Check, review progress against the three prime areas and four specific areas: Literacy, Mathematics, Understanding the World, and Expressive Arts & Design. These assessments provide a comprehensive overview of each child's development, guiding our tailored approach to support their individual growth and learning.

## KEY PERSON

At Sunshine Fruits Montessori, we understand that the quality of children’s early bonds to their caregivers plays a vital role in shaping a child's sense of security, well-being, and their eagerness to engage with the world around them. Central to this nurturing environment is the figure of the Key Person.

The Key Person functions as a reliable and consistent presence for the child. This role incorporates a dedicated effort to understanding and fulfilling each child's specific needs. This relationship forms the foundation for the child's emotional security and self-confidence to develop, ensuring a secure base for their well-being.

### Roles and Responsibilities

The Key Person will:

* Form Close Bonds: Developing a strong and nurturing bond with each child. This connection provides the child with a secure base, fostering emotional well-being and aiding in their overall development.
* Learning Journey: The Key Person will observe the child's achievements, developmental milestones, and learning experiences.
* Relationship with Parents/Carers: Building open and trusting relationships with parents or carers is a key aspect of the Key Person's role. Regular communication, including daily newsfeeds, collection handovers, and termly Progress Meetings, ensures parents are well-informed about their child's progress, achievements, and daily activities.
* Progress Meetings: The Key Person provides a detailed account of the child’s educational journey in conversation with their Parents/Carers
* Belongings: The Key Person is responsible for overseeing the child's daily necessities and belongings.
* Safeguarding: The Key Person’s close bond with the child enables them to know which behaviours are unusual for a child, and they will monitor sudden or significant changes in behaviour. They have a duty to report any safeguarding concerns to the Designated Safeguarding Lead (see Safeguarding Children)

Management will:

* The nursery manager will assign each child a Key Person and regularly monitor the quality of these relationships. In the event of a Key Person change, management closely observes and supports the child's adjustment and emotional well-being..

### Transitioning to New Rooms:

When a child starts at the nursery or transitions between rooms, a member of the management team may serve as their temporary Key Person during the settling period. This allows the child to acclimate to the new environment while forming natural bonds. As the settling period progresses, we observe and assess the emerging connections, ensuring the child is paired with a Key Person whose approach aligns with their needs and personality. In cases of transitioning to new rooms, a familiar team member may temporarily accompany the child to settle into their new environment.

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

At Sunshine Fruits Montessori, we are dedicated to providing a nurturing and inclusive environment where children with Special Educational Needs and Disabilities (SEND) can thrive. We support every child to reach their full potential, valuing their unique strengths, and facilitating their integration and active participation both socially and academically. We strive to protect and enhance the self-esteem of all children, ensuring inclusive access to every part of our curriculum.

### Roles and responsibilities

Management will:

* Ensure early identification of children with SEND and meet their needs promptly.
* Ensure staff are fully informed about and trained in the DfE's SEND Code of Practice.
* Regularly assess and adapt the nursery's environment to meet individual children’s needs.
* Actively partner with parents/carers throughout the child's journey.

The SENCo will:

* Oversee the SEND policy implementation.
* Produce individual Support Plans in partnership with parents/carers.
* Coordinate assessments and monitor the progress of children with SEND, making external referrals where appropriate.
* Act as the primary liaison between parents/carers, and external agencies.
* Seek ongoing professional advice, support, and training for the team.
* Guide and support practitioners, ensuring they understand their responsibilities toward children with SEND.

All staff will:

* Treat every child equally and respectfully, encouraging full participation.
* Foster positive perceptions of SEND through inclusive practices.
* Recognise and celebrate each child’s strengths, promoting what children can achieve.
* Facilitate peer interactions and support inclusive learning experiences.
* Ensure every child makes consistent and meaningful progress.

### Identification of Additional Needs

Sunshine Fruits Montessori reviews each child's academic, personal, and social progress termly. If additional support is identified, targeted actions are put in place to:

* Bridge attainment gaps.
* Establish baseline skills, especially for transitioning to primary school.
* Provide full curriculum access.
* Enhance self-help, social, and personal skills.
* Support behavioural improvements.

Parents are encouraged to speak to their Key Person during Progress Meetings or at collection if they are concerned that their child has an area of development which may indicate the need for additional support.

Examples include undisturbed talking opportunities with their Key Person, or adjustments to daily routines such as drop-off routines. Areas of development which may benefit from daily adjustments, Support Plans or possible referrals will be tracked our nursery management software, Famly, fully visible to parents/carers.

A child who is in need of some additional support for at least 2 terms will be considered by the SENCo if they would benefit from a Support Plan. The SENCo will consider the best way a nursery-and-parent joint approach can support the child. The Support Plan will identify the most important targets for the child to work towards achieving which will be agreed with the parent. They can include a combination of nursery-specific and home-specific areas which all the child’s main carers can support in a Partnership approach.

### Inclusivity for Families with English as an Additional Language (EAL)

Sunshine Fruits Montessori warmly welcomes families for whom English is an additional language. We strive to ensure clear, accessible communication throughout admissions, Settling In, and daily nursery interactions. Families are encouraged to share their language preferences and needs with us at the earliest opportunity. If required, we will facilitate communication in the family's home language, and provide additional translation support if needed, and use visual resources to ensure all families feel comfortable, informed, and fully included in the nursery community.

### Referrals

A child who has been supported with a Support Plan for more than 2 terms who continues to require additional support will be considered by the SENCo if they would benefit from a referral to an external agency. This would typically fall after the child’s 2 Year Progress Check unless the child had more complex needs. A referral, made with parental consent, would highlight the areas of support the nursery and parents believe they would benefit from. The child may then be referred to an external agency such as the local Child Development Centre, Sunshine House, for assessment and support.

When other professional agencies are involved, a Team Around Child (TAC) may be formed to coordinate the delivery of support to the child by all practitioners and professionals involved.

Sunshine Fruits Montessori is committed to improving access for pupils with additional needs and will strive to make reasonable adjustments. Where a pupil has an Education, Health and Care Plan (EHCP) Sunshine Fruits Montessori will consider how to implement its requirements to the best of its ability in liaison with the Local Authority and parents.

### The Graduated Approach to supporting additional needs

The Special educational needs and disability code of practice (2014) promotes the graduated response to provide specific help to children. This approach uses a cycle of Assess, Plan, Do, Review to support a child’s access to the curriculum and their important social and personal development.

Sunshine Fruits Montessori implements the Assess-Plan-Do-Review cycle:

* Assess (Observe): Practitioners consistently observe children's engagement and attainment, utilising prior assessments to inform professional judgements without interruption or assumption.
* Plan: Tailored planning ensures meaningful, engaging, and appropriate activities that respond to each child's observed needs and interests.
* Do: Activities may require extra demonstration, conducted in small groups or one-to-one, allowing the child to progress at a suitable pace, aiming for independence in activities.
* Review: Staff regularly evaluate each child's responsiveness, adjusting strategies or introducing new supports as needed. Formal reviews take place termly, ensuring continued progress.

A formal review of the child’s Support Plan or overall progress and development will be reviewed at the following termly Progress Meeting.

### Transitioning to Primary School

When a child with additional needs transitions to Primary School, the SENCo and the child’s Key Person will invite the child’s new teacher to attend a Transition meeting to discuss any Support Plan strategies that have proven successful, any ongoing support needs and an overview of the child’s strengths and key achievements to continue to promote their self-esteem and positive self-image. This helps to ensure a smooth transition for pupils so that learning can continue to build on the successes achieved at nursery.

## MANAGING POSITIVE BEHAVIOUR

At Sunshine Fruits Montessori, we understand that children develop best in an environment of mutual respect and emotional security. We guide children gently and consistently, helping them understand how their actions affect others and encouraging empathy, kindness, and positive interactions.

We encourage all staff and parents to provide a positive model of behaviour by treating children, parents/staff and one another with friendliness, care and courtesy. This includes low voices, getting down to the children’s level and only displaying behaviour that we would wish to see the children imitate. The nursery’s Ground Rules are regularly reiterated to the children with consistent language for example ‘walking feet’, ‘gentle hands’. We work in partnership with children’s parents to address recurring inconsiderate behaviour and use our observation records to help us understand the cause(s) and to decide jointly how best to support the child’s unmet needs.

### Strategies to support children who engage in inconsiderate behaviour

Whilst each child’s needs and motivations will be considered on an individual basis, and specific strategies may be used for individual children, in daily practice, nursery practitioners will use the following strategies:

* We strive to use positive strategies for handling any inconsiderate behaviour, by helping children to find solutions in ways which are appropriate for the children’s ages and stages of development. Such solutions may include acknowledging another’s feelings, an explanation as to what happened and the impact on others or themselves, and supporting children to gain control of their feelings, so that they can learn a more appropriate response.
* We support each child in developing self-esteem, confidence, and feelings of competence. We praise children’s positive behaviours more frequently than we address children’s less positive behaviours.
* We support each child in developing a sense of belonging in our group, so that they feel valued and welcome, specifically in circle time and group activities.
* When the children behave in inconsiderate ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We help children learn the natural consequences of their actions, encouraging reflection and positive future responses.
* We provide calm, safe spaces with resources such as sensory objects, books about feelings, mirrors etc. to help children regain emotional balance.
* We never use physical punishment, humiliation, exclusionary strategies, or harsh language.
* We only ever restrict a child’s physical access to areas the classroom, such as lifting them to move them away from the situation, to prevent harm, and only after alternative strategies have been offered but remain ineffective.

Sunshine Fruits Montessori supports children’s developing skills in co-operative play, inter-personal relationships, and self-regulation of emotions throughout their daily curriculum. Children are given regular support to understand the expected behaviours in the classroom, and are supported to alert a teacher if they or a peer are struggling to regulate their play. Children toward school age are taught how to manage low-level disagreements independently with consideration for others.

### Incidents

* An incident is an event where the actions of a child have resulted in hurting themselves, another, or caused damage to property. The incident form will be recorded on the Famly app which requests Parent Acknowledgement.
* If it appears there is a pattern of inconsiderate behaviour, an Event Sampling Observation may be used to identify and understand the triggers that may be leading a child to use such actions, and the ways in which we may be able to reduce or manage these triggers for the child.
* In case of serious misbehaviour, such as racial discrimination, we will invite parent involvement to help ensure the child’s consistent understanding of the Nursery’s Ground Rules.
* In the case of repeat inconsiderate behaviour which puts the child or other children at risk of harm, or in the case of repeated risk of harm to themselves or others, it may be necessary to call the parent/carer to collect their child from nursery. In these cases, if a Support Plan is not already in place, one will be put in place to reduce the likelihood of similar incidents happening in future.

### Rough and tumble play and fantasy aggression

Children may engage in play that has aggressive themes such as superhero roleplay and imaginary weapons play. Sometimes children appear pre-occupied with these themes, but this behaviour is not necessarily a precursor to hurtful behaviour. Within these themes however, there is the slightly higher risk that play becomes unintentionally inconsiderate, for example hitting another child with a “sword” and may need addressing using strategies as above.

* We will continue to reinforce the nursery’s Ground Rules, with acceptable behavioural boundaries to ensure children are not hurt.
* We recognise that fantasy play contains many dramatic scenarios, e.g. police and burglars, and that themes often refer to ’goodies and ‘baddies’. These are not terms that would be encouraged at the nursery, and staff will monitor play to ensure that any use of this play does not result in a child being consistently labelled as the ‘baddie’ for example.
* The nursery does not encourage or allow play regarding guns or shooting, with an explanation that in real life these are serious things that leave people very hurt and sad.
* Rough and tumble play will be gently discouraged, with a focus on positive words such as ‘gentle hands’ or ‘please give your friend some space to play’.

### Children under two years

When children under two years old behave in inconsiderate ways we recognise that the strategies for supporting them will need to be developmentally appropriate and differ from those or older children. We recognise that babies and very young children may be unable to regulate their own emotions, such as fear, anger or distress and require sensitive adults to help them do this.

Common inconsiderate or hurtful behaviours of young children include tantrums, biting or hitting. Staff are to be calm and patient, offering comfort to these intense emotions, and helping children to manage their feelings by talking about them and modelling calm behaviour. If tantrums, biting or hitting are frequent, we try to find out the underlying cause, using an Event Sampling Observation and by speaking to the parents/carers. In all cases, we focus on ensuring the child’s attachment to their Key Person is built on a strong relationship to provide security and reassurance to the child. If a child demonstrates repeated biting, a Support Plan will be offered, with teething toy alternatives, and an agreed consistent response from both parents/carers and nursery.

### Bullying

For children of preschool age, learning acceptable social skills is a key part of their learning journey and it is normal for some children to ‘test the boundaries’ of social behaviours as part of their learning. However, if a child is using consistent or problematic negative language, or is being physically or otherwise intimidating to another child, the nursery will consider whether there is a case of bullying.

We ask Parents/Carers to contact their child’s Key Person immediately if they are concerned that their child is being bullied, or suspect that their child may be the perpetrator of bullying and to support the Nursery’s anti-bullying policy by actively encourage their child(ren) to be a positive member of the group.

If bullying is suspected:

* The Manager and Key Person will investigate through observation and dialogue.
* Staff will clearly communicate the unacceptability of such behaviours, positively reinforcing pro-social behaviours.
* Parents/carers are promptly informed, working collaboratively with the nursery to address concerns.

To foster a supportive environment, staff and parents are encouraged to avoid using terms like "bullying," as preschool age children are often not truly able to distinguish between bullying and a disagreement, and the word ‘bullying’ can result in unhelpful social dynamics.

We focus on promoting positive group dynamics, providing children with the skills and ability to establish their own boundaries, tell a teacher, and communicate what is happening and how so that we can support all children involved.

## OUTDOOR PLAY

Sunshine Fruits Montessori believes in giving children regular access to the great outdoors and we will be exploring the outdoors every day unless severe weather prevents us, as it enhances all areas of their development and contributes to the child’s overall fitness and well‐being. Being active in the fresh air improves breathing, circulation, and appetite. Therefore, all staff teams will seek to maximise the opportunities offered to children for outdoor play.

Priority garden access is provided for the Mini Mango and Little Lemon (baby) rooms, with the other rooms sharing this space on a rotational basis. Drinking water is always available during outdoor play.

In addition to our garden, we frequently explore local parks to further enrich children's learning experiences.

Parents/carers are asked to provide suitable outdoor clothing (wellies, coats, hats, gloves, scarves, sunhats) to ensure children’s comfort outdoors. The nursery provides waterproof wetsuits for all children, promoting active play in all weather conditions.

Children will always wear Hi-Vis jackets on local outings. This is to ensure that they are easily identified on local outings and easily spotted by traffic. Children will also wear back-packs with a harness whilst walking in an un-enclosed space, including pathways in parks which are not enclosed with a gate.

When on a local outing, staff will always bring water bottles to provide access to drinking water during play, a travel First Aid kit, tissues and wet wipes, nappies where appropriate and any medical equipment such as inhalers. A first aider will always be part of the staff team undertaking a local outing.

During particularly warm weather, possibly including an issuing of a Yellow Heat Alert, the nursery will rotate the use of the Garden in the morning hours only, when the garden is shaded from neighbouring buildings. In this event, parents/carers will be informed through the Famly app.

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During particularly wet or windy weather, possibly including an issuing of a Yellow Weather alert, the Nursery Manager will risk assess whether it is suitable to hold Outdoor Play in the Garden, or if Outdoor Play will need to be temporarily suspended. In this event, parents/carers will be informed through the Famly app.

## OUTINGS

The nursery believes that outings can broaden and expand children’s day care experience. In view of this our staff will plan and carry out trips on a regular basis. No child will leave the setting without their Parent’s/Carer’s consent.

Local vicinity outings - those outings undertaken to access local community amenities e.g. shops, library, and parks. The outing will be within easy walking distance of the nursery and will be done in small groups to avoid congestion of footpaths and amenities.

Special event outings - those outings which are planned in advance and may need to use public or private transport. These outings may include visits to the farm, museum, theatre, and art galleries. Advance notice will be given to Parents/Carers of any special event outings. They will be advised as to how their children will travel as well as anticipated times of departure and arrival.

A detailed risk assessment covering venues and transport arrangements is conducted before every outing. Factors evaluated include facilities, accessibility, toilets, changing areas, picnic spaces, and weather contingency plans. Only transportation options with appropriate safety measures (e.g., coaches with seat belts) are selected. See below for our Missing Child policy in the unlikely event of a lost child during an outing.

# **STARTING AT SUNSHINE FRUITS MONTESSORI**

## ADMISSIONS POLICY

Sunshine Fruits Montessori warmly welcomes children aged 8 months to 5 years. Settling-in sessions can commence slightly earlier, provided the child is at least 8 months old on their official start date.

Our spaces are planned to provide continuity of care and learning, ensuring children move seamlessly from the Mini Mango room (baby room) through the Cheery Cherry room (toddlers), eventually to the Perky Pineapple room (preschool). Due to our commitment to providing continuity of care, availability in rooms for children aged 2 and above may be limited. Early applications are strongly recommended.

We operate all-year-round, and unfortunately cannot offer term-time-only placements.

### How to apply

Interested families are invited to attend one of our regular Open Days to fully understand our Montessori approach, policies, and facilities. To book your visit, please complete the Contact Us form at sunshinefruits.co.uk.

When applying, please clearly indicate:

1. Preferred start month.
2. Your child's age at their desired start date.
3. Desired attendance days per week, including your preferred combination of days (we strive to accommodate preferences whenever possible).

Admissions decisions are reviewed monthly. Once an offer is made, securing your child's place requires a completed Registration Form and payment of the Registration Fee (if applicable).

We do not operate a classic ‘first-come-first-served’ waiting list. If your initial requested days cannot be accommodated, alternative options may be offered. If no suitable option exists initially, prospective customers are able to our Head of Admissions after 2–3 months to reassess availability.

### Admissions Criteria

Sunshine Fruits Montessori values inclusivity and warmly welcomes children from all backgrounds, regardless of ethnicity, race, religion, gender, or additional needs. When supporting children with additional needs or disabilities, we collaborate closely with families to assess our capacity to provide tailored support.

We are pleased to offer priority placement for siblings of current students. To help us plan ahead, we encourage early registration for upcoming siblings wherever possible.

We are also happy to welcome future families planning well in advance. There are no restrictions on how far in advance expectant families can register their child ahead of your desired start date, we look forward to hearing from you.

Places are allocated based on all of the following criteria:

* Date that the Head of Admissions receives the customer’s email request following the Open Day.
* Age of the child upon starting, with priority to younger children during peak periods.
* Availability of spaces in the relevant room,
* Number and/or combination of requested days, adhering to attendance guidelines (see Parent Brochure).

Sunshine Fruits Montessori regrets that spaces will not be offered to children who have older siblings in attendance at another nursery setting. This ensures priority for families committed to Sunshine Fruits Montessori for their child's complete early years journey.

### Acceptance Criteria

Once a place has been offered, families will receive an email confirming their child’s Start Date, Days-per-Week, Monthly Fee, and a reminder of the key Terms and Conditions for accepting the place. To secure their child’s place, families are kindly asked to:

* Complete the Registration Form, and sign the Terms & Conditions
* Pay the Registration Fee (unless enrolling in a Funded-Only place)
* Complete a Parent Declaration (if utilising government funded hours)

Once the above have been received, a confirmation of the place will be sent by email. The Nursery Manager will then arrange Settling In details approximately one month prior to your child’s Start Date, with helpful information to start your child’s journey with us.

Should a family wish to reduce or change their confirmed days of attendance, this can only be accommodated once the nursery is able to fill the released day(s) with another customer. The Nursery Manager will actively support this process and will liaise with families may be awaiting that specific day. However, please note that any change is dependent on successful take-up by another family.

### Withdrawal

At Sunshine Fruits Montessori Nursery, we appreciate that sometimes families’ plans need to change. If, after payment of the Registration Fee (where applicable), a family decides not to take up their confirmed space, the Registration Fee is non-refundable. This reflects the administrative costs and the impact on nursery planning.

We kindly advise that, should a family decline an offered place, it may not be possible to offer the same place again later, even within a short time frame. Due to the high demand for places, spaces may be allocated to other families on the waiting list, or to existing families who have been awaiting additional days. This policy applies to both new customers and existing customers who have not yet started their new space.

## SETTLING IN PROCEDURE

During the initial settling days at Sunshine Fruits Montessori Nursery, we aim to create a smooth transition for both your child and you. Management will be in touch with new customers approximately one month prior to the child’s start date to arrange 3, free of charge, Settling In sessions.

On the first day, typically between 9:45 and 10:45, your child will spend an hour in the room, allowing them to familiarise themselves with the new environment and teachers. During this session, one of our teachers will be playing with your child while our Deputy Manager will discuss important details with you through an 'All About Me' form, covering likes and dislikes, family traditions, comfort toys, sleeping routines, allergies, and more.

On the second day, starting at 9:45 am until your child has awoken, your child will experience half a day’s stay at the nursery. Ideally, drop-offs will be at the door, and your child will engage with teachers in various pre-planned activities. During this time, your child will receive dedicated time with one of their new teachers, and we encourage your child to explore the room at their own pace. If we feel they need more support, a 20-minute settling period with you may be suggested. We encourage your child to rest, and ideally sleep, at the nursery around 12:00. A call will follow after their nap, typically between 1:30 pm and 2:00 pm, for you to collect them.

On the third day, from 10 am to 3:30 pm, your child will spend nearly a full day at the nursery, engaging in activities like walks, snacks, lunch, and exploring the room. On this day we aim to engage them in some group activities such as sensory trays, as well as helping them become more familiar with the environment and routines.

Parents are requested to bring 2 sets of spare clothes, a pair of shoes, and a comfort toy if necessary. Additionally, please provide your child's birth certificate on the first settling day.

These settling sessions aim to ensure a smooth and comfortable transition for your child into our nursery environment. If we think further settle sessions are needed, we will schedule more times for your child. Where work commitments and parent schedules allow, we suggest that your child’s day in the first week or so is slightly shorter, with collection at around 5pm where possible.

## FUNDED PLACES POLICY

Sunshine Fruits Montessori allows for customers to use the government’s funded early education entitlement schemes, as far as customers are eligible. We warmly encourage all families to familiarise themselves with the following important information regarding how funded hours are implemented at our nursery.

### 15 Hours Funded Childcare

For customers who are eligible for the Universal 15 Hours 3-Year-Old Childcare funding and Two Year Disadvantaged Funding, Sunshine Fruits Montessori operates the following policy:

Customers are advised that the funded 15 hours childcare provision is only available in term-time weeks only. This covers 38 weeks of the year. Sunshine Fruits Montessori is an all-year round nursery, with nursery closures which cover 2 weeks and Christmas and 1 week for staff training week in the last week of May each year. This means we are open for 49 weeks per year.

Sunshine Fruits Montessori Nursery opts to ‘stretch’ the funded hours and we only offer all-year-round childcare. There are no term-time-only places available. Please note that this equates to:

* 15 hours per week for 38 term time weeks = 570 hours per year
* 570 hours per year ÷ 49 operating weeks = 11.65 hours per week

Sunshine Fruits Montessori therefore offers 11.65 funded hours per week. Customers can choose to use these hours on a funded-only basis or as part of a private-hours contract. Please see below for details.

### 30 Hours Funded Childcare

For customers who are eligible for the Working Parent Entitlement funding, Sunshine Fruits Montessori operates the following policy:

Customers are advised that the funded 30 hours childcare provision is only available in term-time weeks only. This covers 38 weeks of the year. Sunshine Fruits Montessori is an all-year round nursery, with nursery closures which cover 2 weeks and Christmas and 1 week for staff training week in the last week of May each year. This means we are open for 49 weeks per year. Sunshine Fruits Montessori Nursery opts to ‘stretch’ the funded hours and we only offer all-year-round childcare. There are no term-time-only places available.

Sunshine Fruits Montessori Nursery offer 26 funded hours per week, which are stretched over the year. Please note that this equates to:

* 26 hours per week for 38 term time weeks = 988 hours per year
* 988 hours per year ÷ 49 operating weeks = 20.16 hours per week

Sunshine Fruits Montessori therefore offers 20.16 funded hours per week. Customers can choose to use these hours on a funded-only basis or as part of a private-hours contract. Please see below for details.

### Funded-Only Contract

Customers may choose to take up a funded-only contract in which their child only attends for the number of hours which are fully-funded under the Universal 15 Hours for 3-Year-Olds, Two Year Disadvantaged Funding or Working Parent Entitlement.

Session availability and attendance patterns are agreed upon registration. Session availability is reviewed on a termly basis to ensure a fair and sustainable balance between families’ preferences and place availability. Where changes are necessary, families will receive at least one month's notice before the start of the new term.

Sunshine Fruits Montessori respects funded hours as an opportunity to extend childcare places to those whom otherwise may not be able to access childcare spaces. We have made the decision to not introduce a consumable charge for funded-only places. This means that to provide free places without a consumables charge for funded-only places:

* Sunshine Fruits Montessori Nursery will provide meals, and children will be offered the full nutritional menu of Sunshine Fruits Montessori.
* Sunshine Fruits Montessori Nursery will provide hygienic care items such as wipes, nappies, sun-cream etc.
* Sunshine Fruits Montessori Nursery does not provide additional services such as Music & Drama, Tennis, Forest School, trips and visitors (such as ZooLab, local dentists/nurses etc.).

### Private-Hours & Funded-Hours Contract

Customers may choose to take up a private-hours contract in which their child attends for more hours than those which are fully-funded under the Universal 15 Hours for 3-Year-Olds, Two Year Disadvantaged Funding or Working Parent Entitlement.

If a customer chooses to enter into a private-hours contract with Sunshine Fruits Montessori nursery, a customer can choose to attend 3 days, 4 days, or 5 days per week. If they are eligible for 15 funded hours, 11.65 hours per week will be free of charge, with an annualised fee charged for the remaining hours. If they are eligible for 30 funded hours, 2 days per week will be fully funded, with an annualised fee schedule for the additional days attendance.

Fee schedule for parents in receipt of Two Year Disadvantaged Funding and Universal 3-Year Olds:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Days per week attendance** | (no 2 day option)\* | **3 Days** | **4 Days** | **Full Time** |
| Monthly fee |  | £985 | £1,485 | £1,785 |
| Meals & Snacks1 |  | £5 | £5 | £5 |
| Consumables2 |  | £5 | £5 | £5 |
| Additional Services3 |  | £5 | £5 | £5 |
| **Total Monthly Cost** |  | **£1,000** | **£1,500** | **£1,800** |

\*private-hours contracts start from 3 days per week.

Fee schedule for parents in receipt of Working Entitlement funded hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Days per week attendance** | **2 Days** | **3 Days** | **4 Days** | **Full Time** |
| Monthly fee | Funded | £635 | £1,135 | £1,485 |
| Meals & Snacks1 | - | £5 | £5 | £5 |
| Consumables2 |  | £5 | £5 | £5 |
| Additional Services2 | - | £5 | £5 | £5 |
| **Total Monthly Cost** | **£0** | **£650** | **£1,150** | **£1,500** |

Sunshine Fruits Montessori allows for customers to opt-out of voluntary meals & snacks charges, consumables charges and voluntary additional services charges:

1 Meals & Snacks: If a customer wishes to opt-out of the meals & snacks charge, they will be required to provide two pieces of fresh fruit snack per day.

2 Consumables: If a customer wishes to opt-out of the consumables charge, they will be required to provide their own nappies, wipes, nappy cream and sun cream.

3 Additional Services: If a customer wishes to opt-out of the £5 per month additional services charge, their child will not attend any of the external provider activities such as Music & Drama or Tennis. Their child will not attend Forest School outings, or any external trips, and will not take part in external visitor sessions at the nursery.

Sunshine Fruits Montessori Nursery understand that family circumstances can change. Customers are able to request a change from a private-hours contract to a funded-only contract. Should you wish to make this change, we kindly ask you to note the following:

* Funded-only places commence at the beginning of each term and cannot be amended mid-term. Changes must be requested and agreed at least one month in advance of the new term starting.
* Customers may be offered a combination of days that does not reflect their child’s current attendance pattern under their private-hours contract.
* Children attending on a funded-only basis will no longer have access to additional services such as Music & Drama, Tennis, Forest School sessions, offsite trips, or visits from external providers.
* Customers who later wish to return to a private-hours contract are advised that this will be subject to availability. We cannot guarantee that the previously held number of days or combination of days will remain available.

Sunshine Fruits Montessori Nursery remains committed to working closely with families to enable fair and sustainable solutions for families and the nursery.

## INCLUSION, EQUALITY AND DIVERSITY

Sunshine Fruits Montessori Nursery is dedicated to creating an inclusive, welcoming, and equitable environment where every child, regardless of their background, abilities, or strengths, feels respected, supported, and able to thrive. We collaborate with parents and professionals, such as Speech and Language Therapists or Educational Psychologists, where appropriate, to ensure each child receives the care they need.

Our approach to inclusion recognises the full range of children’s development; physical, emotional, communication, social, and cognitive, and the ways these may influence their health, wellbeing, and learning journey. We strive to build a socially inclusive community that embraces all children, including those with English as an Additional Language (EAL), families newly arrived to the UK, looked-after children, children with diverse religious or cultural backgrounds, and children from LGBTQ+ families.

### Inclusion of Additional Needs Children

We value the unique abilities and challenges of every child, including those with additional needs. As a Montessori setting, our curriculum was originally developed to support diverse learners, and many of our materials naturally aid children with additional needs. We work in partnership with families to create tailored support plans, adapt our environment where necessary, and consult with external specialists to ensure all children can participate fully and flourish. For more information, please refer to our SEND Policy.

### Inclusion of High Attaining learning

We also recognise that some children may demonstrate advanced learning in specific areas. These high-attaining learners will be provided with stimulating opportunities that encourage curiosity and challenge, including access to Reception-level teaching and learning when appropriate. We aim to support their continued development while nurturing their social and emotional wellbeing.

### Respect for Individual Languages, Cultures, Faith, and Ethnicity

We celebrate the rich diversity of languages, cultures, faiths, and ethnicities within our nursery community. Our curriculum incorporates diverse perspectives, and we encourage families to share their cultural traditions, languages, and faiths with us. We aim to create an environment where every child feels a sense of belonging, and their individual backgrounds are respected and valued.

Toys and equipment will reflect positive images from other cultures and backgrounds as well as portray positive role models for both boys and girls. Books, activities, and displays will reflect positive images of gender role, race, religion, and those with additional needs. Children will be supported to express their emotions, experiment and enjoy through the play they have initiated.

## CHILDREN’S ATTIRE AND BELONGINGS

### Clothing

Parents/Carers should be advised that children need suitable clothes and footwear to attend nursery and will be asked to label their child’s clothing. Parents/carers are asked to provide at least two complete change of clothes for their child for the day. They should be aware that the nursery provides aprons for messy play, but the child’s clothing may still be in contact with messy resources. Children will be changed into their spare set of clothes or nursery provided clothes if needed.

The Nursery discourages children to wear jewellery during the day for their own and other’s safety.

Parents/Carers are encouraged to label their child’s clothes with the child’s name. Sunshine Fruits Montessori from time to time may ask to write the child’s name or initials on the care label in key items including jumpers and coats and we ask parents/carers to inform the nursery if they do not wish for these labels to named.

### Shoes

All children, including babies, need to have weather appropriate outdoor shoes. We recommend that younger babies have First Steps/First Walker style shoes rather than soft booties to allow them to explore the low-level climbing equipment in the garden with more confidence. A spare set of labelled wellies can remain at nursery for wet days.

Children under 2 years old in the Mini Mango room are encouraged to explore the room without shoes or socks, which promotes stability and physical development. We suggest that parents avoid their child wearing tights to allow for bare feet in the classroom. The nursery has under-floor heating and the rooms are always kept at an ambient temperature.

Children of approximately 2 years old in the Cheery Cherry room and Children over 2 years old in the Perky Pineapple room are introduced to indoor shoes. Parents are invited to provide a set of indoor shoes for the classroom. Indoor shoes can be any choice of clean shoe, and popular options include crocs, Velcro/stretch trainers (not laces please), soft shoes with grip or slipper sock shoes, or simply shoes that the child prefers. Please avoiding the option of actual slippers. We request that they have a sole that is strong enough to withstand the outdoors on fire evacuations, specifically the unlikely but high-impact risk of broken glass on the ground during our fire evacuation route.

# **WELLBEING OF CHILDREN**

## SAFEGUARDING CHILDREN

This Safeguarding Policy is designed to provide a child-led, understanding, and trust-centred approach to supporting children at risk of abuse. The primary goal is to create a safe and nurturing environment that encourages children to express their feelings, concerns, and experiences while working collaboratively with families to address and prevent abuse. By prioritising the child's perspective, this policy aims to maintain and rebuild trust in adults while addressing and preventing abuse.

### At Sunshine Fruits Montessori, safeguarding is central to our ethos and practice. We are committed to creating a safe, nurturing, and child-led environment where children feel heard, protected, and valued. Our safeguarding approach is proactive and partnership-based, working closely with families and professionals to support children’s wellbeing and safety at every stage.

### This policy is informed by statutory and best practice guidance, including:

### Children Acts 1989 and 2004

### Keeping Children Safe in Education (KCSIE)

### Working Together to Safeguard Children

### Statutory EYFS Framework

### Data Protection Act 2018 and GDPR

### United Nations Convention on the Rights of the Child (UNCRC)

### Southwark Safeguarding Children Partnership guidance

### Education Act 2002

### Prevent Duty Guidance

### This policy also reflects training undertaken by the Nursery Director as a Childline counsellor and draws on the charity’s child-centred approach to building trust.

### Key roles and responsibilities:

Nursery Management will:

* Establish and maintain a culture of openness, transparency, and trust.
* Oversee the implementation of the Key Person system and provide resources for staff training.
* Implement ongoing training to staff on all relevant safeguarding matters.

The Designated Safeguarding Lead (DSL) will:

* Champion a child-led approach in safeguarding efforts and ensure the child-led approach is integrated into the Key Person system.
* Be accessible and approachable to children needing support and to staff or parents who have concerns. Promote an ‘it could happen here’ attitude.
* Provide guidance to staff on creating an environment conducive to building trust with children and parents.
* Ensure all staff are knowledgeable and confident in the signs and symptoms of abuse, and the actions to take if concerned.

All Staff Members will:

* Establish positive relationships with children, emphasizing trust and respect.
* Use the Key Person system to build trust by maintaining consistent, caring interactions. Engage in reflective practice to understand what is normal for their Key Child, enabling early identification of any concerning changes.
* Be attentive to children's non-verbal cues and communication. Actively listen and respond to children's concerns, ensuring their voices are heard.
* Establish and nurture trusting relationships with parents, ensuring open communication and collaboration. Work in partnership with parents to create a supportive environment for the child.

### Definitions of abuse

Physical abuse:

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse:

Emotional abuse is the ongoing mistreatment of a child that harms their emotional development. It includes making a child feel unloved, worthless, or only valued for meeting others’ needs. This may involve silencing their voice, mocking their communication, setting inappropriate expectations, restricting learning or social interaction, exposing them to the abuse of others, or subjecting them to serious bullying. While it can occur on its own, emotional abuse is often present in all forms of child maltreatment.

Sexual Abuse:

A child is sexually abused when they are forced or enticed to take part in sexual activity. Sexual abuse can cover contact abuse and non-contact abuse. Contact abuse is where an abuser makes physical sexual contact with a child. Non-contact abuse covers other acts such as grooming, exploitation, persuading children to perform sexual acts. Sexual abuse also encompasses not taking proper measures to prevent a child being exposed to sexual activities or sexual language by others such as having images of sexual activity in the vicinity of children.

Neglect:

Neglect is the persistent failure to meet a child's basic needs, leading to impairment of health or development. This includes failure to provide adequate food, clothing, shelter, protection from danger, supervision, and medical care. Sometimes the parent/carer does not have the skills or support needed, and sometimes factors such as poverty or the ‘toxic trio’ may reduce the ability for a parent/carer to care for their child. The child may not receive the love, care and attention they need from their primary carers.

Witnessing Domestic abuse:

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in relationships. Witnessing domestic abuse is a form of child abuse and it can have a very serious impact on a child’s behaviour and wellbeing, even if they are not directly harmed themselves. Children witnessing domestic violence is recognized as 'significant harm' in law.

Female Genital Mutilation (FGM):

FGM is the partial or total removal of external female genitalia for non-medical reasons, with severe implications for the child’s physical and psychological well-being. Sunshine Fruits Montessori recognises our duty in recognising potential signs of FGM and taking appropriate action to prevent or report instances. By understanding the indicators of FGM among the children we care for, and possibly other girls in the family, we can contribute to the prevention of the practice.

Contact details for concerns of FGM:

NSPCC FGM Helpline: 0800 028 3550 | fgmhelp@nspcc.org.uk

### Staff Training

At Sunshine Fruits Montessori, ensuring a safe and secure environment for children is paramount. Our staff undergo comprehensive safeguarding training, commencing with an in-depth safeguarding training as part of their induction before they begin working with your children. To reinforce their understanding and awareness, all staff participate in an annual full day of safeguarding training during the nursery's Staff Training Week. In addition to the areas, above, this training covers a range of critical areas, including Female Genital Mutilation, Child Criminal Exploitation & County Lines Activity, Child Sexual Exploitation, Breast Ironing, the Toxic Trio, Cuckooing, 'honour-based' violence, and witchcraft. Designated Safeguarding Leads undergo annual DSL training, ensuring they stay abreast of the latest developments and insights. Additionally, they regularly review publications from the Southwark Safeguarding Children Partnership and government releases to guarantee that our nursery remains at the forefront of safeguarding practices.

## MANAGING SAFEGUARDING CONCERNS

### Observations by a Member of Staff

When a child discloses a safeguarding concern or a staff member observes worrying signs, they must respond immediately and sensitively. Staff will follow safeguarding training and procedures as outlined during induction and ongoing CPD, specifically, reporting the concern directly to the Designated Safeguarding Lead (DSL) or, in their absence, the Deputy DSL.

With support from thee DSL, they will record the child’s details, date and time of the observation or incident, detailed description of what was seen, heard, or otherwise observed which caused concerns, and any immediate actions taken. All team members involved will protect confidentiality, and any further distribution of information to others, such as other staff working in that room to observe and monitor, will be on a strict need-to-know basis.

The nursery fosters a no-blame culture, where staff are encouraged to share worries early. It is better to raise a concern than to miss a warning sign. If staff are unsure whether something should be reported, the nursery operates a ‘no concern too small’ policy and they are trained and encouraged to speak with the DSL for advice.

### Disclosure by a child

When a child discloses a safeguarding concern, they will respond immediately and sensitively, ensuring a safe, quiet and private if possible, setting for the child. They will remain calm and reassuring, letting the child know they’ve done the right thing and that they are not to blame. Staff will listen carefully without interrupting, using open body language and allow the child to speak freely. If urgent medical help is needed, seek it immediately.

After the disclosure is finished, the staff member will ensure another familiar teacher supports the child in the next part of the day, and will contact the Designated Safeguarding Lead (DSL) or Deputy DSL immediately. With the DSL’s support, staff will Write down the child’s words, the child’s name, date of birth, emotional state, injuries (if any), time, date, context, and anyone else present. All staff will maintain confidentiality and will not discuss the disclosure with others unless directed by the DSL.

### Actions by the DSL

Where a safeguarding concern has been brought to the attention of the DSL, the DSL will decide how to deal with the concerns based on the immediacy and strength of the risk. At the lowest level of risk, the DSL may decide to give advice to the staff member or monitor the situation themselves. At a higher level of risk, the DSL will seek advice from MASH. At the highest level of risk, the DSL may make an urgent referral and potentially inform the police.

Where MASH has confirmed that a referral to their services is necessary, a written Referral Form will be provided to MASH, and be held in the child’s file. The Referral Form will provide MASH with personal information about the child and the child’s family. It is the nursery’s duty of care to provide this information and it is not a breach of the Data Protection Act where done in cases of safeguarding concerns. The Nursery has a duty to share any information regarding child protection with other statutory children’s services and the police. All information will be kept confidential.

Wherever possible the DSL must provide the Parent/Carer with a careful explanation about the potential concerns, the nursery’s duty of care, and the nursery’s responsibility to act within safeguarding guidelines. It is in the discretion of the DSL to seek advice from MASH before contacting the child’s parent/carer if the DSL needs to gain information, clarify next steps, or feels the need to provide more accurate information to the child’s parent/carer. This may result in a referral to MASH before parents are contacted if the DSL considers that professional advice prior to parent contact is necessary. The parent/carer will be clearly advised of what action (if any) will be taken, unless advising the parents/carers of action is considered likely to put the child at risk of further harm.

Sunshine Fruits Montessori’s primary aim however is close working relationships with the family and any external relationships. Where there are not concerns about risk of harm to the child, the Nursery DSL will always speak to the parent/carer before a referral is made, discussing the concerns and duty of care responsibilities. This will also include an open dialogue about how the Nursery may be able to support the family.

### Allegations against a Member of Staff

An allegation against a member of staff regarding the safety and wellbeing of a child under their care can be made by a parent/carer, another member of staff, a member of the public or a visitor to the nursery.

In the case of an allegation against a staff member, the Nursery will contact the Local Authority Designated Officer (LADO) in line with local safeguarding procedures. Contact details for the LADO are available on the local authority’s website or from the DSL upon request. Ofsted will be notified within 14 days. The staff member may be suspended or given a reassigned role based on the individual circumstances of the allegation. Confidentiality will be maintained, with support offered to all parties involved. If dismissal follows, the DSL will notify the Disclosure and Barring Service..

## PREVENT DUTY

The objectives of Prevent are to prevent people being drawn into terrorism by tackling the ideological causes of terrorism, intervene early to support people susceptible to radicalisation, and rehabilitate people who have already engaged in terrorism. Educators play an important role in this strategy and we have a duty to refer concerns, and promote the British Values to deter from the earliest ages.

Sunshine Fruits Montessori will not allow, encourage, or assist terrorist or extremist attitudes within its nursery. We provide training to staff to help them recognise potential signs of terrorism or extremism and in cases of concern we will utilise the safeguarding policies stated above.

When assessing the risk of children, families or staff being drawn into extremism, the DSL will consider:

* Comments by the children, parents, and other staff.
* Derogatory comments or bullying towards others (looking for patterns)
* Symbolic tattoo's
* Overtly secretive or isolating behaviour
* Planned holidays to countries of concern

To prevent the risk of extremism, the nursery will demonstrate to the children daily the fundamental British values as laid out by the Department for Education (DfE):

* Democracy

We foster an environment where every child has a voice. In our approach, we ensure that each child's perspective is valued equally, irrespective of characteristics such as age, gender, or race, or even the volume of one's voice.

* Rule of law

All children and staff must follow the Ground Rules and staff act as positive role models in demonstrating the Ground Rules. All children will receive a consistent response from if they struggle to follow the Ground Rules. Children will receive ‘Grace and Courtesy’ discussions at circle time to understand why we have rules.

* Individual liberty

We help children them to develop a positive sense of themselves, giving children the time and space to explore options in the classroom and make their own decisions on where, how and with whom to play. The nursery will also periodically focus on the topic of All About Us, exploring our interests and what is special to us.

* Mutual respect and tolerance for those with different faiths.

We celebrate and explore different cultures, holidays, and traditions, creating an inclusive learning environment. We integrate diverse perspectives into the curriculum, including books, toys, and activities that reflect a range of backgrounds and experiences.

Contact details for concerns about radicalisation:

The Prevent Team at Southwark: prevent@southwark.gov.uk

The Prevent Team may choose to make a referral to The Channel programme

DfE Extremist helpline: 0207 340 7264

## ARRIVAL AND DEPARTURE OF CHILDREN

### Arrivals procedure

At Sunshine Fruits Montessori, we are committed to making every child’s arrival smooth, positive, and consistent. A Manager or one of the child’s familiar key staff members will warmly welcome them into the nursery to support a confident start to their day. All arrival and departure times are recorded in Famly by nursery staff.

Children may arrive any time between 8:00am and 9:30am. Later arrivals, such as after doctor’s appointments, must have prior notifications, with parents/carers requested to send a message through Famly to notify the team. For children in the Mini Mango or Cheery Cherry rooms, we kindly ask that arrivals take place before 11:30am or after 1:30pm to minimise disruption to mealtimes and rest periods.

If as a family, you are choosing to have a shorter day at nursery, we strongly encourage that your child attends normal drop-off, and has an earlier collection, collecting after 11:00am. Late arrivals often affect a child’s sense of secure routine.

A pattern of late arrivals will be monitored by the Nursery Manager. If arrivals after 9:30am are more than one-off occasions, this will require a management meeting to assist prompt arrival for the benefit of your child and their classmates.

Parents/carers are asked to drop off their child outside the nursery entrance, helping maintain a calm and efficient flow of arrivals. A Manager or available staff member will be happy to answer any questions during this time.

The spacious courtyard is available for brief waiting, creating a relaxed environment and allowing space for a quiet conversation if needed. We kindly ask families in the courtyard to allow privacy to those dropping off.

Buggy storage is available in the Buggy Shed, located at the far end of the courtyard (down the short steps near the Cheery Cherry room). Buggies must be folded before storing. If a buggy cannot be collapsed, we ask that it be taken away after drop-off. While care is taken, the nursery cannot accept liability for any damage to personal property stored on the premises.

### Departure procedure

Children may be collected between 4:30pm and 6:00pm. If a parent/carer plans to collect earlier, please notify the team via Famly. For collections before 3:45pm, we kindly ask for notice by 12:30pm, as children may be off-site for local walks.

At collection, please ring the buzzer at the nursery entrance. A staff member will verify and bring your child to the door. Children will be prepared for collection wearing their outdoor clothing and shoes to support a smooth and familiar routine. Please allow a few moments if your child needs a final nappy change or help getting dressed before handover.

Only individuals listed as authorised collectors may collect a child. To add a new authorised person, please:

* Send a photo of the person via Famly to your child’s room.
* Provide their full name.
* Ensure they know the collection password provided during registration.

If you've forgotten your password, please message the nursery to request a reminder.

For the safety of the children, no persons under the age of 16 will be allowed to collect a child from the nursery.

### Absences

Parents/carers are requested to inform the nursery of their child’s absence by 9:30am. This can be done on the Famly app, by selecting Holiday, Sickness or Absence. Parents/ carers are kindly requested to add details for sickness, and select Holiday for taking a family day or other personal arrangement.

If a child has not arrived at the nursery by 9:30am and we have not received a notification, the nursery will send a message or give the parent/carer a phone call to enquire as to the reason of absence.

### Non-Collection Of Children

Parents/carers will be made aware of the hours of opening provided by the nursery at the time of their child’s registration, and on or Settling In visits.

If a child has not been collected at the end of the session/day and we have not had contact from the parent/carer 5 minutes after closing, we will follow the below:

* Emails and phone messages are checked for an update on the child’s collection information.
* If insufficient information is available, parents/carers will be contacted to ask for an update on their whereabouts and their likely time of arrival.
* If this is unsuccessful, the adults who are authorised to collect the child recorded on the Registration Form are contacted to ask if they are able to collect the child.
* All reasonable attempts are made to contact the parents/carers or authorised collectors.

Parents/carers must to provide the following specific information at registration:

* Home address and telephone numbers.
* Place of work and telephone number.
* Names, addresses, and phone numbers of adults authorised to collect their child

If, after 30 minutes, no one can be reached and the child remains uncollected, the nursery will contact Southwark’s Social Care Emergency Out-of-Hours Team 📞 0207 525 5000. Sunshine Fruits Montessori is not registered to provide overnight care.

A member of nursery management will remain with the child until arrangements are made and will offer comfort and reassurance to the child. The staff member will confirm the identity of the social care officer by checking their ID and calling the relevant authority before releasing the child. Once in the care of social services, a message will be left for the parent/carer explaining where their child is and how to collect them.

## MISSING CHILD

### Missing Child On-Site

Children’s safety is our highest priority, both on and off the premises. All entrances and exits will be secure at all times. Visitors will be escorted whilst on the premises. All visitors will be shown all appropriate safety measures taken to ensure security of the building and the safety of the children. Staff will always be aware of the children’s whereabouts.

In the unlikely event of a child becoming missing from within the childcare setting:

* The Manager will be notified. Each group will remain in their room and numbers checked against the register. Each room will be thoroughly checked by staff within the room, including all cupboards and storage spaces. Staff must remain calm while doing this and maintain care for the other children.
* Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
* If it has been established through CCTV that the child has not left the premises, the Manager will investigate where and when the child was last seen and will monitor the efforts of the search for up to 10 minutes.
* If the child is not found within 10 minutes, the Manager will call the police and notify the parents.
* The Manager will contact the Director to report the incident. The Director will come to the setting immediately and carry out an investigation with the management team to ascertain how a child became missing on site.

### Missing child off-site

In order to ensure the safety of children on outings, small groups of children will be allocated to a specific member of staff. The member of staff will be primarily responsible for the allocated children’s safety and whereabouts. Regular headcounts will be undertaken whilst children are on outings and safety measures will always be in use including taking a nursery mobile phone on all outings.

In the unlikely event of a child being lost on an outing, staff should remain calm. The member of staff co‐ordinating the outing should speak to the child’s allocated Key or Co-Key Person on the outing, and find out when and where the child was last accounted for. Information should then be quickly and calmly sought from the group for any further information that can be ascertained within a few moments. Staff on site are to remember that the whereabouts of the child is paramount and that long running conversations regarding who saw or did not see the child last are to be avoided in the interests of the timely return of the child.

As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated staff member and carry out a headcount to ensure that no other child has gone astray. The following steps are then taken:

* The Manager is contacted immediately and details of the incident is recorded.
* In the event that the child is not found within 2-3 minutes, or if the circumstances appear suspicious, the nursery manager will call the police.
* The Manager contacts the Parent who makes their way to the setting
* Meanwhile, all but one staff take the remaining children back to the setting whilst the senior staff member will search the immediate vicinity but will not search beyond that at the risk of not being present if the child returns.
* In an indoor venue, the staff contact the venue’s security who will handle the search in conjunction with the police
* In an outdoor venue, the police will lead the investigation.
* The Manager will contact the Director and report the incident. The Director comes to the setting immediately to carry out an investigation with the management team.
* The police may advise the remaining staff member to stay at the venue until they arrive.

Whilst the senior staff remains at the site, they should stay where they are and endeavour to maintain a calm atmosphere. They should quickly retrace their steps and look for the missing child, using other sources of information/help that are available (e.g. public-address systems, security staff). Staff remaining with the children journeying back to the nursery must remain calm and do not let the other children become overly anxious. The journey back to nursery is not the time for staff to discuss the event in detail but is the time for reassurance for the other children.

Following the incident, the investigation will assess:

* The staff’s ability keep calm and not let the other children become overly anxious
* The actions of the Manager (or Deputy Manager) during the incident.
* The Director will carry out the investigation taking written statements from all the staff who attended the outing.
* The Director will speak to the affected parents.
* The incident report, which will detail the following:
  + The date and time of the report
  + The name of the missing child and the date and time they were first noticed missing
  + Which staff and children where in the group/outing and the name of the designated staff responsible of the missing child on the outing
  + When the child was last seen in the group/outing
  + What actions took place immediately after the child went missing
  + The time it took to recover the missing child
  + The conclusion as to how the breach of security happened

If the incident warrants a police investigation, all staff are to co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children’s services may be involved if it seems likely that there is a child protection issue to address.

All parents will be informed of the incident and local outings will be suspended until the Director, Ofsted, the local authority, and any other relevant body is satisfied that all actions have been taken to reasonably prevent a child going missing again.

## BUILDING ACCESS

The safety and security of the children in the care of the nursery is of paramount importance. In view of this we take practical steps to ensure that the adults who have access to the building when children are present is strictly vetted and monitored as appropriate (please see recruitment policies).

The Nursery has a security system installed on all external doors leading into the nursery which can only be used with a key card or master key. Master keys are only held by senior management. Key cards are issued to members of staff and the security system records named access to the building when used. All staff will wear identity badges on a lanyard for easy identification by parents and visitors.

The Nursery has a Visitors Sheet which must be completed by all non-staff adults visiting the building, with the exception of Parents/Carers picking up or dropping off their child(ren). Management are alerted when a visitor requests access to the building and a senior member of staff must supervise them at all times. Visitors without an appointment will only be allowed access at the discretion of the Nursery Manager. It is the supervising staff’s responsibility to ensure that the Visitors Book is completed, and a visitor’s pass is worn in all relevant situations. When feasible, maintenance work will be scheduled for times outside of Nursery hours; however, it is acknowledged that this cannot always be achieved. In all cases, all visitors must be supervised by senior staff at all times when they have access to rooms where children are present. Visitors who require use of digital devices for their visit, for example recording PAT testing results, will be closely monitored by the supervising staff and cameras must be covered with electrical tape.

Parents/carers are not permitted to let anyone else into the nursery, even if they know who they are. This policy does not apply to the gate into the courtyard, and parents/carers can open the gate for others if they wish. However, both the gate into the nursery’s Garden and the door into the nursery itself must only be opened by a staff member.

## CCTV

Sunshine Fruits Montessori Nursery has CCTV installed in the children’s classrooms, including the Mini Mango room, Cheery Cherry room and Perky Pineapple room. The building owners, Employment Academy Thames Reach, has CCTV installed in the main courtyard.

The primary purpose of CCTV is for safeguarding purposes. This includes

* Investigating accidents and injuries to determine the cause and implement preventative measures.
* Reviewing serious incidents or allegations to ensure accurate documentation and understanding of events.
* Monitoring workplace procedures to ensure compliance with health and safety standards.
* CCTV is also used for maintaining the security of the premises, and monitoring access to the courtyard and the nursery.

The only people who are authorised to review these cases are the Nursery Director, Manager, and Deputy Manager. When accidents occur, the details will be recorded on the accident form in Famly and, if needed, a Manager will give a verbal explanation to the child’s parents/carers.

Staff, parents, and visitors will be informed about the presence of CCTV cameras on the premises and notices will be displayed in the Visitors book. By entering the nursery premises, individuals are deemed to have consented to being recorded for safeguarding purposes.

Images but not audio is recorded. Images are recorded over a 24hr period. The CCTV is recorded on an on-site hard-drive which holds the recorded footage for a maximum of 21 days and is then recorded over. The Nursery is able to download relevant footage and will keep stored footage on file only for as long as necessary, reviewing each case for the length that is necessary for data storage.

Access to the CCTV system is password-protected, and the only personnel with access are the Nursery Director, Manager and Deputy Manager. If requested by Police, images will be made available to them. CCTV footage will not leave the nursery premises unless requested by the police, other legal or HR representatives with the relevant restrictions. The Nursery will seek the guidance of the ICO before each and every occasion that it shares CCTV with an approved third party.

The General Data Protection Regulations and Confidentiality policy will always be considered and adhered to. The nursery’s CCTV policy is informed by the Information Commissioner’s Office Code of Conduct for surveillance cameras, which can be found here:

https://ico.org.uk/media/1542/cctv-code-of-practice.pdf

## DATA PROTECTION

Sunshine Fruits Montessori Nursery’s Data Protection policy encompasses the principles and practices set forth in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) and the Early years foundation stage statutory framework. Sunshine Fruits Montessori Nursery processes personal and sensitive data relating to parents, pupils, staff, visitors and others, and is a Data Controller. Sunshine Fruits Montessori is registered with the Information Commissioner’s Office and this policy takes account of the ICO’s code of practice for subject access requests, use of surveillance cameras and personal information.

The Data Protection Officer is: Aileen Rutland

They can be contacted by telephone on 020 3131 0225

### Key roles and responsibilities:

The Data Protection Officer will:

* Supervise the implementation of the data protection policy. They will monitor and assess compliance with data protection laws and develop of additional policies and guidelines related to data protection as needed.
* Be the first point of contact for individuals whose data the school processes, and for the ICO.

Nursery Management will:

* Ensure compliance with all relevant data protection obligations.
* Manage any necessary processing or sharing of personal data, reviewing the lawful basis to process that personal data, and with due regard to security and confidentiality.
* Maintain comprehensive records of our data processing activities.
* Maintain records of staff training on data protection. Manage access to personal data by managing staff logins and access permissions by job title.
* Document significant decisions and assessments regarding the use of personal data for example data sharing for the purposes of child protection.
* Document and audit personal data breaches including how personal data breaches were dealt with, whether or not they were reported, and to whom.

All Staff will:

* Ensure that the personal data being held and used by the nursery is accurate, fair and relevant for its intended purpose.
* Handle the personal data which they come into contact with fairly, lawfully, responsibly and securely.
* Access personal data on approved IT devices.

### Legal Bases for Processing Personal Data

Sunshine Fruits Montessori processes data when:

* The individual (or their parent/carer, as appropriate in the case of a child) has freely given consent for the specific processing activity
* Processing is necessary for the performance of our contract with the customer
* Processing is necessary for compliance with a legal obligation
* Processing is done to ensure the vital interests of the individual.
* Processing is necessary to perform a task of public interest, which may be related to our legal obligations to the local authority or regulatory bodies.

We will request Consent for all regular uses of personal data, and will aim to seek consent for all irregular uses of personal data where this does not conflict with our Safeguarding duties. Consent for general use of data is sought at Registration, or for specific processing requests such as consent to use images as part of marketing publications. Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

In addition to our legal obligations, other uses of personal data will be made in accordance with Sunshine Fruits Montessori’s legitimate interests, including to:

* Support pupil learning, monitor and report on pupil progress
* Protect pupil welfare and to take appropriate action in the event of an emergency, incident or accident.
* Assess the quality of our services
* Administer waiting lists
* Comply with the law regarding data sharing
* Management planning and forecasting, research, and statistical analysis
* Enable relevant authorities to monitor Sunshine Fruits Montessori's performance

### Photographs Policy

Sunshine Fruits Montessori Nursery takes photographs of children's learning activities to be published on our learning journey app. Parents are asked for consent at the time of registration for their child's photo to be published on their own and others' learning journeys (i.e., newsfeeds). Parents retain the right to withdraw their consent for photo publication at any time by notifying the nursery in writing.

Photographs will:

* Capture the child’s learning or achievement without overly disrupting the child’s focus or learning objective
* Provide an informative guide as to activities that can be done with your child
* Promote meaningful conversations between parents/wider families and children about their child’s day and the learning that took place.

Photographs will not:

* Be taken in or around the children’s toilets. Children will be fully dressed at all times.
* Record examples of undesirable behaviour or be any part of the Managing Positive Behaviour strategy
* Take photos of injuries or accidents

Photographs are taken on iPads and stored on the iCloud. Sunshine Fruits Montessori will not store photographs on the iCloud for a period of longer than 12 months. Parents can still access their child’s photos in their Famly profile after they have left the nursery.

Parents/carers are able to download these photos once published, and customers should be aware that once photos are published, Sunshine Fruits Montessori has no control over their wider distribution. Please note that sharing of photos on social media platforms, especially when other children are visible in the photo, is heavily discouraged.

It is suggested that parents can add additional family to their child’s Famly profile if they would like their child’s photos to be viewed by wider family and to encourage their wider family not to distribute those photos more widely.

### Data Retention Period

All child data will be retained for six years after the child has left the setting. Special circumstances, such as child protection issues, serious complaints, or a child's serious medical illness or accident, will be reviewed on a case-by-case basis. In some instances, data may be stored until the child reaches 25 years old.

### Data Security:

The majority of children’s data is kept digitally, however some physical documentation which records children’s data is in regular use such as Dietary Requirements records, and Key Person boards. Data handlers will use their diligence to ensure that these records are kept and, when no longer up to date, discarded, appropriately.

Children’s data is primarily stored on the Nursery Management Software, Famly. They are a data ‘processor’, and this engagement is be subject to appropriate due diligence and contractual arrangements. Sunshine Fruits Montessori will inform customers of any data security risks that are raised by Famly as they are informed. Children’s data is also stored on the OneDrive, with secure password access.

Access to Famly, the OneDrive, emails or any other form of electronic access is only permitted on company devices. Only the management team is permitted to use company devices outside of the nursery premises. Use of personal email accounts or personal devices by staff is not permitted.

### Data Breach Response:

### Sunshine Fruits Montessori must keep a record of any personal data breaches. If any staff or customer becomes aware of a personal data breach they must notify the Data Protection Officer. The Data Protection Officer will conduct a risk assessment on the type of data, the nature of the breach, the possible ability to recover the data, the risk of wider distribution, and the potential level of impact of the data breach. Data controllers must report certain types of personal data breach (those which risk an impact to individuals) to the ICO within 72 hours. In addition, if the breach is likely to result in a "high risk" to individuals' rights and freedoms, affected individuals will be notified.

### Sunshine Fruits will record any data breach, the risk assessment conducted, and whom was informed of the breach, as well as a review of how to prevent a similar breach occurring again.

### Data Sharing:

Sunshine Fruits Montessori will only share data with external parties on a legal basis, and will only share necessary data as required. This includes:

* Our suppliers or contractors who need data to enable us to provide services to our staff and children, for example, IT companies
* To satisfy safeguarding obligations. This may occur when there are concerns or suspicions related to child welfare, abuse, or any other safeguarding issue. In instances where disclosure is made to meet safeguarding obligations, affected individuals, such as parents or carers, may be informed in accordance with legal requirements and where it is in the best interests of the child
* Where we are legally required to do so, including for the prevention or detection of crime and/or fraud
* Where we have explicit consent for example with local Primary Schools

If any personal or sensitive information needs to be shared by email, Sunshine Fruits Montessori will only do so via Egress Switch which encrypts emails and requires password access to authorised recipient email addresses only.

### Data Subject Rights:

Individuals have the right to make a ‘subject access request’ (SAR) to gain access to personal information held by Sunshine Fruits Montessori. A subject access request allows individuals to obtain the following information:

* Access to a copy of the data
* The purposes of the data processing
* Categories of personal data concerned
* Recipients with whom the data has been shared
* Retention period or criteria used for determining the storage period
* Source of the data, if not the individual
* Whether any automated decision-making has taken place and its significance and consequences for the individual

Subject access requests must be submitted in writing, either by letter or email, to the Data Protection Officer (DPO). Requests should include:

* Name of the individual
* Correspondence address
* Contact number and email address
* Details of the information requested

Sunshine Fruits Montessori will make every effort to respond to your requests as soon as is reasonably practicable and within the statutory time-limit of one month. However, fulfilling more complex or multiple requests, especially those involving third-party information, may take longer, up to an additional two months. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

## PRIVACY NOTICE

Under data protection law, individuals have the right to be informed about how Sunshine Fruits Montessori Nursery uses their personal data. This privacy notice explains how we collect, store, and use personal data about individuals including: current, past and prospective children; and their parents, carers or carers (referred to in this policy as "parents"). Sunshine Fruits Montessori Nursery is the ‘data controller’ for the purposes of data protection law, and our Data Protection Officer is Aileen Rutland.

This Privacy Notice applies alongside any other information Sunshine Fruits Montessori may provide about a particular use of personal data, for example when collecting data via an online or paper form. This Privacy Notice also applies in addition to our Terms & Conditions, Safeguarding Policy, Data Protection policy and CCTV policy.

### Personal Data We Hold:

In order to carry out our ordinary duties to staff, pupils and parents, Sunshine Fruits Montessori needs to process a wide range of personal data about the children and parents of the nursery as part of our daily operations. Personal data that we may collect, use, store, and share (when appropriate) about pupils includes, but is not restricted to:

* Contact details, contact preferences, date of birth, identification documents
* Pupil and curricular records
* Results of internal assessments and assessments by other organisations such as social services or our local child development centre, Sunshine House.
* Characteristics, such as ethnic background, eligibility for funding, or special educational needs
* Details of any medical conditions, including physical and mental health
* Attendance information
* Safeguarding information
* Details of any support received, including plans, and support providers
* Photographs
* CCTV images captured on-site
* We may also hold data about pupils received from other organisations, including other education settings, local authorities, and the Department for Education.

### Why the nursery needs to process personal data:

Sunshine Fruits Montessori needs to collect personal data to in order to fulfil our legal rights, duties and obligations such as child protection, diversity monitoring, health & safety, and public health requirements. In addition to our legal obligations, other uses of personal data will be made in accordance with Sunshine Fruits Montessori’s legitimate interests, including to:

* Support pupil learning, monitor and report on pupil progress
* Provide appropriate pastoral care
* Protect pupil welfare and to take appropriate action in the event of an emergency, incident or accident.
* Assess the quality of our services
* Administer waiting lists
* Comply with the law regarding data sharing
* Report to and liaise with parents about their child’s progress, welfare, and development, including through regular reports and progress meetings.
* Organise and manage meetings, events, and social engagements for pupils and parents
* Maintain relationships with alumni and the Sunshine Fruits Montessori community, including by direct marketing or fundraising activity
* Management planning and forecasting, research, and statistical analysis
* Enable relevant authorities to monitor Sunshine Fruits Montessori's performance
* Promote Sunshine Fruits Montessori to prospective parents and children
* Where otherwise reasonably necessary for Sunshine Fruits' purposes, including obtaining appropriate professional advice and insurance for the nursery.

### Consent:

Sunshine Fruits Montessori receives personal data from directly from parents. This may be via an online form, written information (such as email or written assessments) or simply in the ordinary course of interaction or communication. However in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities). Consent for general use of data is sought at Registration, or for specific processing requests such as consent to use images as part of marketing publications.

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

### Access to, and sharing of, Personal Data:

Personal data collected by Sunshine Fruits Montessori will remain within the nursery and its IT systems, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a ‘need to know’ basis). The personal data is stored on, and is occasionally processed by, the nursery’s management software, Famly. In accordance with data protection law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the nursery’s specific directions.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share limited personal information about children with:

* Our local authority – to meet our legal obligations to share certain information, such as safeguarding concerns and funding requirements
* The Department for Education
* Health authorities
* The pupil’s family and representatives
* Our regulator e.g. Ofsted
* Suppliers and service providers – to enable them to provide the service we have contracted them for
* Financial organisations
* Security organisations
* Professional advisers and consultants
* Police forces, courts, tribunals
* Professional bodies such as Montessori training providers

The nursery is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education or ‘KCSIE’) to record or report incidents and concerns, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include notes on children’s safeguarding files, including low-level concerns records kept about adults (which may include references to children or family members), and in some cases referrals to relevant authorities such as the LADO, MASH or the police.

### Data Retention Period:

All child data will be retained for six years after the child has left the setting. Special circumstances, such as child protection issues, serious complaints, or a child's serious medical illness or accident, will be reviewed on a case-by-case basis. In some instances, data may be stored until the child reaches 25 years old.

### Your Rights:

* You have the right to obtain access to and copies of the personal data we hold about you and to receive the personal data you have provided to us in a reasonable format
* You can require us to correct any incorrect personal data we hold about you.
* In certain circumstances, you can request us to erase your personal data.
* You can request that we restrict our data processing activities. If our processing is based on your consent, you may withdraw that consent.
* You can object, on grounds relating to your particular situation, to any of our specific processing activities if you believe it disproportionately impacts your rights or is causing damage or distress.
* You can claim compensation for damages caused by a breach of the data protection regulations

You have a right to make a ‘subject access request’ to gain access to personal information that Sunshine Fruits Montessori hold with respect to your child’s data where the child is not considered mature enough to understand their rights over their own data. Parents also have the right to make a subject access request with respect to any personal data Sunshine Fruits Montessori holds about them.

Sunshine Fruits Montessori will make every effort to respond to your requests as soon as is reasonably practicable and within the statutory time-limit of one month. However, fulfilling more complex or multiple requests, especially those involving third-party information, may take longer, up to an additional two months. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### Complaints and queries

If you have any comments or queries about this Privacy Notice or believe that Sunshine Fruits Montessori has not complied with it or not acted in accordance with data protection law, please direct your concerns to the Data Protection Officer using the following contact details: [admin@sunshinefruits.co.uk](mailto:admin@sunshinefruits.co.uk).

Alternatively, you can make a complaint to the Information Commissioner’s Office at <https://ico.org.uk/concerns> or 0303 123 1113.

# **HEALTH AND SAFETY**

## NUTRITION AND MEAL TIMES

The nursery believes that mealtimes are a very important part of the day for children in our care. It is a time to relax, and to develop personal and social skills. Staff use our varied meal and their other soft skills to make mealtimes interesting in a relaxed atmosphere that helps the child enjoy this time.

All meals are freshly prepared on site, and Sunshine Fruits Montessori promotes the intake of Fruit and vegetables as well as a variety of beans and seeds. We include lots of different types of fruit, especially berries, and a whole host of vegetables including the dark leafy kind. There is a mix of wholegrains and lots and lots of vegetables. The Head of Food and Nutrition provides a detailed breakdown of ingredients which are published each month alongside the monthly Nursery Newsletter.

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We were recently accredited the highest rating of ‘Platinum’ with Sugar Wise, a charity that seeks to promote and teach schools and nurseries how best to lower children’s daily sugar intake.

While we serve some vegetables in their whole, recognisable form to help children become familiar with their look, texture, and taste, many ingredients such as vegetables, beans, seeds, and mushrooms are also blended into our Sunshine Fruits sauce. This approach allows us to create flavourful, nutritious meals while ensuring that every child receives a small portion of each ingredient, even while they’re still developing their taste for certain foods.

We ensure children have plenty of time to enjoy their meals in a relaxed, social setting with their peers. Mealtimes are never rushed, and we encourage a positive, unhurried approach to eating.

We aim to give children experiences of food with different tastes and textures. We also introduce food traditions of different cultures during cultural or religious celebrations. A “What I Eat” form is completed on each child’s first Settle Session where Parents/Carers will to be asked to inform staff of any allergies, preferences, cultural, moral, or religious requirements concerning meals.

The nursery offers a suitable alternative to any child with any dietary allergies or with a vegetarian, pescatarian or vegan preference. Sunshine Fruits Montessori does not serve pork or beef, and instead cooks with organic chicken. We regret that currently we are unable to accommodate Halal meat requirements. Sunshine Fruits Montessori does not use dairy milk other than in bottle formula, and uses fortified oat milk across the nursery’s food provision as a non-dairy alternative. This is to help manage allergies, dairy being one of the most common allergies in young children, while ensuring the full range of dietary needs is met with a fortified, no-sugar oat milk choice.

### Nut Free policy

Sunshine Fruits does not permit parents/carers to bring in snacks or packed lunches for their children. This is due to the nursery’s strict “nut free zone” policy. All snacks and foods for mealtimes will be provided by Sunshine Fruits Montessori. The nursery will provide children with water and milk to drink. We do not give the children juices during the day.

Please be aware that due to the allergy to nuts being common and the results severe, the Nursery is a strict nut free zone and children will never be given nuts or anything that may contain nut products. Parents/carers are asked to respect this and ensure they do not bring/allow their children to come into Nursery, with any food on the off-chance that it may contain nuts. This also includes the breakfast that the children may have eaten immediately prior to entering the nursery if they have not had an opportunity to wash their hands before entry.

### Guidance for mealtimes

* Meals are prepared in accordance with the dietary plans of all children and any foods that differ from the main meal are clearly labelled.
* All meals will be checked by the person serving them to ensure they are appropriate to the child’s dietary plan to ensure children are not given foods that they are not permitted to eat.
* Tables to be used for snack times or meals will be cleaned & prepared prior to the children being seated at the table.
* Children will wash their hands before eating for each meal including snacks. Children will be encouraged to wash their own hands independently.
* Children are encouraged to relax while eating, respecting children’s speed of eating. Mealtimes should be a pleasant social, learning experience, where conversation is encouraged at the table.
* Staff will always supervising mealtimes and will speak positively with children during the mealtime about their meal.
* Children should be encouraged try all foods, but children will be allowed to make their choices and never be forced to eat. Children may be offered the chance to eat again later if they are tired for example.
* Children who are not used to using a knife and fork due to cultural differences will not be made to use this cutlery unless/until they show an interest in doing so.

### Celebrations

Sunshine Fruits Montessori welcomes and actively promotes the celebration of events special to the children including religious/cultural festivals. We encourage parents/carers to share ideas for celebrating festivals with food, and we also encourage our staff to research these. If parents/carers would like to recommend specific food for celebrations, please let us know in advance and we will make our best endeavours to cook this food on site to include in our celebrations.

## FEEDING BABIES & WEANING

### Weaning babies

Sunshine Fruits Montessori supports the weaning process for babies who are being introduced to solid foods. It is our policy that parents should introduce new foods at home before they are included in the nursery's mealtimes. This precautionary step allows parents to monitor any potential allergic reactions. Please discuss your child’s diet with their Key Person or senior member of staff and keep them up to date as you try your baby on new foods.

As advocates of child-led weaning, we provide a variety of foods that infants can explore with their fingers during snack time, lunch, and tea. While we encourage independent feeding, we understand that certain foods, such as porridge for breakfast and fruit smoothie for pudding, are likely to require spoon-feeding. If weaning children are experiencing any issues such as reflux, we can blend the main meals for the youngest of our children.

During the weaning period, for infants who are sufficiently settled, we follow a practice of offering solid foods before providing milk. This approach aims to encourage babies to develop an appetite for solid foods as their primary source of nutrition. We understand that each child's weaning journey is unique, and our experienced staff is committed to providing individualised support to ensure a positive and comfortable experience.

### Breastmilk

Sunshine Fruits Montessori recognizes the importance of supporting breastfeeding mothers and their children during their time at the nursery. We endeavour to support the needs of breastfeeding mothers who choose to express and provide breastmilk for their child while at the nursery.

The nursery has taken into guidance from the National Health Service (NHS) and the transportation of breastmilk, has concluded that the following procedures will represent best safe use of breastmilk in nursery:

* Fresh breastmilk: Due to the potential impact of transportation on temperature conditions, fresh breastmilk brought from home will be offered to the child on the same day it is provided. If, for any reason, the breastmilk is not used, it will be returned to the parent at the end of the day.
* Frozen breastmilk: to further support breastfeeding families, frozen breastmilk brought in a cool bag can be stored in the freezer compartment of the room’s fridge-freezer for up to two weeks. All breastmilk must be clearly labelled with the child’s full name and the date of expression. The nursery will add the date of storage at the setting to ensure accurate disposal if necessary.

### Bottle feeding babies:

* Babies are always supervised during bottle feeds to ensure safety and comfort.
* Nursery staff will always check the details of the child whose bottle is being made and ensure careful preparation of the correct type of formula, amount, and timing. Bottles are to labelled individually and a Milk Chart provided in the room’s kitchenette. Parents are invited to review these details at each Termly Progress meeting.
* Bottles are washed and then sterilised, and are sterilised by the use of a high-temperature commercial dishwasher.
* Bottles are prepared following the instructions provided by the specific formula brand to ensure safe dilution and temperature. Milk will never be heated in a microwave oven. Milk which needs to be warmed will either be cooled from boiling or heated in containers of hot water.
* Nursery practitioners will always test that the milk is the correct temperature before it is offered to the child.
* Any remaining unfinished bottles of milk will be disposed of within 2 hours of preparation.

### Children’s cooking activities

Children will on occasion be offered the opportunity to take part in a cooking activity. When children take part in cooking activities they must:

* Be supervised at all times,
* Understand the importance of hand washing and simple hygiene rules,
* Be kept away from hot surfaces and hot water,
* Not have access to electrical items, such as blenders,
* Bladed items such as knives or peelers will be risk assessed as to their suitability and sharpness for the age group using these items.
* Not be in contact with any foods listed in the child’s Dietary Requirements.

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## ALLERGIES

Allergies to certain foods can be particularly acute. If a child suffers from a food allergy a full risk assessment will be completed on an individual basis between the keyperson and parent/carer. An Allergy Action Plan will be requested from the child’s allergy unit in their hospital or GP practice.

### Roles and Responsibilities

Parents will:

* Inform the Nursery of any known or suspected allergies during the What I Eat section of the first Settling In session (see Settling In Procedure)
* Inform the Nursery of any known or suspected allergies that may arise after the child has Settled In
* Inform the Nursery of any results from an Allergy Clinics and provide an Allergy Action Plan.

Management will:

* Make sure all staff know which children suffer from an allergy, to which food and ensure the Dietary Requirements list is correct.
* Pass information about those children with allergies to the cook and those who supervise children during mealtimes.
* Obtain information from the cook as to whether ingredients used in their meals contain allergens and which meals need alternative provision.
* Ensure daily registers are up to date and accurate.
* Make sure all staff and are made aware of the potential hazards from the use of severe allergens such as nuts and nut products in training sessions and notices.

The Cook will:

* Ensure daily registers are checked to enable preparation of alternative meals.
* Enquire as to the dietary requirements of New Starters.
* Ensure excellent hygiene standards to minimise the risk of cross-contamination.

All staff will:

* Be responsible for ensuring the child is fed the correct food.
* Undertake Allergies training as part of induction.

The nursery has made the decision to buy in the necessary foods for children with dietary allergies rather than use food bought outside of the nursery by parents/carers. Parents/carers are welcome to ask to view the products used in the kitchen if they want to consult with the kitchen team about suitable best alternatives for their child.

### Nut free policy

Please be aware that due to the allergy to nuts being common and the results severe, the Nursery is a strict nut free zone and children will never be given nuts or anything that may contain nut products. Parents/carers are asked to respect this and ensure they do not bring/allow their children to come into Nursery, with any food on the off-chance that it may contain nuts. This also includes the breakfast that the children may have eaten immediately prior to entering the nursery if they have not had an opportunity to wash their hands before entry.

## FOOD HYGIENE

Sunshine Fruits Montessori is registered as a food provider with the Environmental Health Department. At the time of these Policies and Procedures the nursery has maintained a 5-star Food Hygiene rating at every inspection.

We maintain the highest possible food hygiene standards regarding the purchase, storage, preparation and serving of food. All staff who prepare or serve food must have up to date food hygiene training and the following hygiene standards must be checked daily:

* The temperature of the van delivering the food and the temperature of the food upon entry into the nursery.
* The temperature of the fridge(s) and freezer(s) storing food
* The cleanliness of the kitchen prior to preparing food
* The expiry date of the food and the date that the food’s packaging has been opened
* The appropriate use of equipment e.g. using the correct colour-coded knives and chopping boards
* The cleanliness of the kitchen after preparing food
* The cleanliness of the surfaces that food will be served onto

### Reporting of food poisoning

Food poisoning can occur for several reasons; not all cases of sickness and diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

Where a GP or hospital doctor has diagnosed children and/or adults to be suffering from food poisoning and where it seems possible that the source of the outbreak is from within the nursery, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation. Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to OFSTED as soon as reasonably practicable, and always within 14 days of the incident.

## SLEEPING CHILDREN

At Sunshine Fruits Montessori, we support each child’s natural need for rest and sleep. We create a calm and peaceful environment to help children settle. During the main midday nap, the space is kept quiet and dark, with waking children engaged in gentle play to maintain a restful atmosphere. For children under 2 years old, we aim to support at least 1.5 hours of sleep during the day. For younger babies, we offer additional morning and/or afternoon naps as needed, usually in our smaller baby room, the Little Lemons room, to provide peace and quiet.

We follow current safer sleep guidelines to ensure children rest comfortably and securely. Blankets are tucked safely under the arms and up to the chest, and we do not use pillows or any items which could cover a child’s face. Once a child is able to roll independently (typically from 6 months), they are allowed to sleep on their front or back, depending on how they settle naturally.

Our Sleep Practices:

* Children are allowed to sleep for as long as they need to, unless a parent has requested a maximum sleep length, or if a nap exceeds 2.5 hours and the structure of the day requires a gentle wake-up. We keep this to a minimum.
* Every sleeping child is closely supervised. A staff member checks their breathing and well-being every ten minutes. Children are always supervised.
* Children may sleep with a comforter, and staff are careful to ensure it is used safely and does not cover the child's nose or mouth.
* Sleep duration is recorded daily on the Famly app so parents are kept informed.
* Each child has their own sleep mat or cot, with bedding used only by them.
* While sleep is never forced, staff may gently encourage rest through soothing methods like reading a book, sitting quietly beside the child, or offering gentle back rubs.

### Comforters

We understand that comfort items can offer reassurance and a sense of home, especially during sleep times. A familiar object can help children settle more easily and sleep more soundly.

At the same time, we take care to ensure that comforters are used in a way that supports safe sleep. Some soft toys or blanket-style comforters may accidentally cover a child’s face, particularly if the child pulls it close or moves their hands toward their face in their sleep. For this reason, we ask parents to work with us in choosing comforters that are both soothing and safe—such as soft cylindrical toys or items with loops or rings that are easy to hold but unlikely to cover the child’s mouth or nose.

To help build a comforting association, we suggest that parents sleep with the comforter before bringing it to nursery, so it carries a familiar scent. We also recommend leaving one comforter at nursery so it is always available for rest times. Please note, while we do our best to look after all comforters, we cannot take responsibility for loss or damage.

## FIRST AID

All premises, resources, and equipment at the nursery and in use on outings have been risk assessed by Management to minimise the risk of accidents. However, when supporting young children under 5 years of age, minor accidents are a part of early childhood and Sunshine Fruits Montessori will provide calm, experienced, and trained first aiders to support injuries sustained while at nursery.

### Minor injuries

All Nursery staff are trained in paediatric first aid within one year of starting, and there is always a trained first aider in each room. Management ensures that first aid kits are regularly checked and restocked after use. First aid kits must be stored out of the reach of children, but in a place which is easily accessible to staff members. The first aid point has a sign displayed to let staff and users know where it is. Each room has their own first aid kit and travel first aid kit for local outings.

In the event of a minor injury, the member of staff dealing with the injury must complete an Accident record on the day of the accident. The report will be published on the Famly app, where it will request a Parent Acknowledgement. Each child’s report is confidential, and other children involved in the accident will not be named. An accident form will be completed for:

* Any injury which results in pain where the pain does not fade after a 5-10 minutes;
* Any injury which results in blood or a wound;
* A trip, fall or bump that results in a red mark which does not fade after a few moments;
* A head injury of any kind, even if a mark does not appear; or
* An atypical injury which would not be considered a normal part of a child’s daily life at nursery.

Parents/carers will be called to inform them of any head injuries, any major injuries, or any unusual injuries which are not considered part of a child’s everyday nursery life.

Parents/carers are asked to inform staff at the morning handover of any cuts, bruises, scrapes or other injuries which have been sustained at home prior to arrival at the nursery. These injuries will also be recorded on Accident form on the Famly app.

### Major injuries

If a child’s injury requires urgent medical attention, management will call 111 or 999 as deemed appropriate to seek advice. They will then call the parent to discuss the injury and medical advice. In extreme cases, if a child needs to attend hospital urgently, a senior member of staff or management will accompany the child and alert the parent of where to meet their child. If the parent/carer cannot be contacted and local medical opinion advises that emergency treatment is necessary, then the member of staff will sign consent for it.

If an accident results in a hospital visit, this should be recorded with the original Accident form and reported to RIDDOR when applicable. Any follow-up medical procedures and advice must be recorded. If a child must stay in hospital for more than 24 hours or as a result of a serious accident at Nursery, Ofsted will be informed.

## SICK CHILD(REN)

The Nursery aims to protect its staff and its users in every possible way. In view of this we aim to provide guidance to minimise the transfer of infectious disease as the result of interpersonal contact and use NHS guidance with regard to exclusion periods.

We acknowledge the difficulties working parents/carers face with obtaining time off work to care for an ill child, but the well-being of individual children and those around them will be the main concern of the nursery staff. We ask parents/carers to support us in this position by not bringing their child for if they are ill.

If a child becomes unwell while at nursery, staff will ensure they are made as comfortable as possible. We will inform the parent or carer and continue to monitor the child’s condition. If the child’s symptoms suggest they may need to go home, either due to a specific medical concern or based on listed exclusion criteria, we will contact the parent or carer to discuss next steps. If the situation is less clear-cut, we will share our observations and allow the parent or carer to decide whether they wish to collect their child.

In cases where collection is necessary, the following process will apply:

* The parent or carer will be called and asked to collect their child within one hour.
* If we are unable to reach the parent or carer, we will contact the listed emergency contacts.
* If the parent or carer is reached but cannot collect within an hour, we will contact emergency contacts to arrange pickup.
* Repeated instances where a child is not collected within two hours of initial contact may lead to a management meeting and a review of the child’s place at nursery.

If a case of an infectious illness is confirmed by a doctor, the nursery will inform parents of the affected room via email within 24 hours of the confirmed case. The nursery will not name the affected child when informing other parents.

### Contagious Illness

The Nursery requires any child suffering from any contagious illness other than common colds to be absent from nursery for at least 2 full days. The full list of exclusion periods is below, however, the Nursery reserves the right for the Nursery Manager to consider the absence requirements for any contagious illness not contained in this list, with the exclusion period of at least 2 full days. Parents/carers are required to seek medical advice and appropriate treatment within this period.

In addition, cases not listed may require exclusion periods at the Nursery Manager’s discretion. For example, cases of Athlete’s foot or Verruca’s would not necessarily require exclusion periods for children who wear indoor shoes and socks all day, however for babies, or for children who are known to frequently remove their socks throughout the day, an exclusion period may be required.

### Periods of Exclusion

|  |  |  |
| --- | --- | --- |
| Condition | Exclusion period to be kept away from nursery | Comments |
| Chickenpox  (A chickenpox vaccine is available at many pharmacies) | Suspected chickenpox: after GP confirmation that the spots/rash is not chickenpox  Confirmed chickenpox: 2 full days after all spots have scabbed over, and at least 5 days from the onset of the rash | Chickenpox is extremely contagious and can pose serious risks to both young babies and pregnant women. Our nursery often has pregnant mothers and very young siblings in our community |
| Croup | 3 full days from onset of symptoms or 1 full day of normal temperature (without use of paracetamol), whichever is the longer |  |
| Cold sore | 2 full days, returning with treatment, and potentially again where the cold sore is large or painful to the child | Many people are exposed to the cold sore virus when they're children. Once you have the virus, it stays in your skin for the rest of your life |
| Conjunctivitis | 2 full days, returning with treatment, and potentially again where the condition is painful to the child | Chloramphenicol eye drops are available from pharmacists |
| COVID | 5 full days from positive COVID test | Further exclusion if symptoms are still present |
| Diarrhoea and /or vomiting (DV) | 2 full days from last episode of diarrhoea\* or vomiting  \*Diarrhoea is defined as 3 or more liquid or semi-liquid stools within one day | Further exclusion may be required in some cases, i.e. particular strains. |
| Dysentery |
| E. coli |
| Food Poisoning |
| Gastroenteritis |
| Norovirus |
| Rotavirus |
| Fifth disease  (slapped cheek syndrome) | 2 full days | Although the infectious stage may not be active, the child will likely feel unwell and unfit for nursery life, and this reduces the risk of spread |
| Glandular Fever | In consultation with the Nursery Manager and GP. At least 1 full week | Although the infectious stage may not be active, the child will likely feel unwell and unfit for nursery life, and this reduces the risk of spread |
| Hand, Foot and Mouth | 2 full days, returning with treatment | Further exclusion may be considered for  circumstances for example blisters on the hands. |
| Head Lice | 2 full days, returning after treatment | No eggs or headlice should be visible on the child’s scalp or hair upon return. |
| Hepatitis A | 7 days after onset of jaundice |  |
| Impetigo | 2 full days after sores or blisters are crusted over, or 2 full days after commencing antibiotic treatment | Antibiotic treatment speeds  healing and reduces the  infectious period |
| Influenza (flu) | Until recovered, at least 2 full days |  |
| Measles | At least 4 full days, and until fully recovered. | Preventable by immunisation  (MMR) |
| Meningitis/septicaemia | 2 full days after commencing antibiotic treatment | Preventable by immunisation  (MMR) |
| Mumps | At least 5 full days after onset of swelling | Preventable by immunisation  (MMR) |
| Ringworm | 2 full days, returning with treatment | Affected areas of the skin must be covered |
| Respiratory syncytial virus (RSV) | 2 full days | newborn babies, children under 2 born with heart or lung conditions, and those with weakened immune systems are more at risk. |
| Rubella  Measles | Minimum of 6 days after the rash appears | Preventable by immunisation  (MMR) |
| Scabies | 2 full days after commencing treatment |  |
| Scarlet fever | 2 full days after commencing antibiotic treatment |  |
| Streptococcus A | 2 full days after start of course of antibiotics | Serious strep A infections may require further exclusion or health protection measures |
| Threadworm | 2 full days, returning with treatment |  |
| Tuberculosis | In consultation with the Nursery Manager and GP. At least 1 full week for non-infectious TB and 2 weeks for infectious TB |  |
| Whooping cough | Five days from commencing antibiotic treatment | After treatment, non-infectious coughing may continue for many weeks. |

It is acknowledged that the exclusion periods contained in this list may differ from those advised by the NHS. The Nursery’s policy shall be upheld in cases where it prescribes longer absence than the NHS guidance.

### High Temperature

Normal temperature for a child is between 36.5-37.5 degrees Celsius and is considered a high temperature above 37.5 degrees Celsius.

* If a child has a rising temperature which goes above 37.8oC and does not show signs of stabilising, for example with a short period of fresh air, the parent/carer will be called and will be asked to take the child home for the day.

If the child’s temperature has returned to a normal range without the use of medication such as Calpol, the child can return to nursery the next day. However, temperatures can be caused by a wide range of origins and it is often difficult to know in the early stages of a temperature whether a virus or infection is the cause of the temperature, and many serious illnesses start with initial symptoms of a high temperature and a generally unwell child. It is therefore recommended that children stay home for the following day of the temperature to allow monitoring of the child and possibly seek medical advice.

## MEDICATION

Medicines will only be given to a child when they have been prescribed to them by their G.P or hospital. Non-medical creams such as emollients can be administered at nursery where they do not contain medical ingredients such as steroids.

The only medical treatment which the nursery will give to the child from a pharmacy is the use of Chloramphenicol eye drops to treat conjunctivitis.

A member of staff will fill in a medication form on the Famly app. Parents/Carers must give permission for staff to administer medicine to their child, through Acknowledging the medication form.

When a Parent/Carer requests that medication should be given to their child, the Nursery Manager or approved senior member of staff must view the prescription label matching the medication. The prescription label information must contain:

* How and when the medication should be administered
* What dosage should be administered
* Staff will check all prescribed medication is within the expiry and use by dates
* Staff will check the prescription label is named for the child

Medication must be given by a Paediatric First Aid trained member of staff, witnessed by another member of staff, and recorded on the Famly app. Both staff members must check the details on the medication form, against the medication being given. Please note that accurate recording on the Famly app cannot take place until the parent has given their Acknowledgement, therefore parents are requested to provide timely approval through the app.

All medicines will be stored according to labelled instructions and will be kept securely out of children’s reach. Medication that is to be used on a “when needed” basis (e.g. inhalers, anti-histamines) will have a ‘unscheduled’ medication form that parents will acknowledge in the same way. It is the responsibility of the parent/carer to ensure their child’s medication and the nursery’s information regarding their medication is up to date. The nursery may seek training for any medication that needs specific application before the setting agrees to administer for specific medications.

Children with allergies who have been prescribed adrenaline auto-injectors (AAI) such as Epi-pens are advised to have two AAI’s available at all times. This means that having one AAI at home, and one AAI permanently at nursery is considered not keeping the child safe in nursery.

The Nursery will not be able to accept a child into nursery who has been prescribed an AAI at nursery without 2 AAI’s. The Nursery will support parents/carers by passing at least one AAI to and from the nursery at drop-off and collection each day. To avoid over-prescription and the unnecessary expiration of unused medication, one *suggestion* is to keep one AAI permanently at home, one at nursery and one that is passed between home and nursery each day. To keep the child fully safe, two AAI’s should be wherever the child is at all times, so where the child goes, the AAI’s go.

### Anti-histamine

Antihistamine provided to the nursery with a prescription label and dosage instructions will be kept securely onsite, and given in line with medical guidance.

For children who have not been prescribed antihistamine, Sunshine Fruits Montessori will keep child suitable antihistamine onsite for the purpose of emergency first aid only. The administration of child suitable antihistamine will only be administered in cases of a severe or rapidly worsening allergic reaction, where there is a risk of an anaphylactic reaction.

In the event of an allergic reaction, the Nursery will call the parent/guardian and request collection. It can be important to monitor the symptoms, severity, and length of an allergic reaction without medication where there is no present risk of anaphylaxis in a child in order for medical professionals to form a full medical judgement. Therefore the Nursery Manager will only administer anti-histamine for concerns about a child’s safety, and always in communication with the parent/guardian.

### Paracetamol (Calpol)

Sunshine Fruits Montessori will, when necessary, administer Calpol for a high temperature only in the following circumstances. Calpol will only be administered by an approved member of staff with Paediatric First Aid at the express consent of the Manager.

The nursery’s registration form asks parents to give them consent to the nursery applying Calpol to their child. This consent will remain in place unless a parent informs us otherwise. Calpol will only be administered to a child with a rising temperature above 38oC, who has not received any paracetamol for more than four hours, and:

* The parent/carer is more than one hour away from collection; or
* The parent/carer is unable to be contacted; or
* A medical professional e.g. a 111 or 999 operative has advised the administering of Calpol; or
* The Manager agrees that there is a risk of heatstroke.

Calpol is considered an emergency medication and will not be given unless necessary. All staff and parents/carers must be aware that if a child needs to be given paracetamol then they are too ill to be at nursery. Paracetamol will not be used as pain management unless expressly recommended by a medical professional for a known health condition.

It can be important to monitor the symptoms, severity, and length of a temperature without medication where there is no present risk of safety in a child in order for medical professionals to form a full medical judgement. Therefore the Nursery Manager will only administer Calpol for the above concerns, and always in communication with the parent/guardian.

### Teething relief

Sunshine Fruits Montessori will, when necessary, apply teething relief such as Bonjela on a managed case-by-case basis. Teething will relief only be administered by an approved member of staff with Paediatric First Aid at the express consent of the Manager.

As a first response, children are offered teething aids such as teething rings, chewable teething toys etc., some of which will be kept in the freezer to provide a numbing effect for the child. Children will also be offered distractions in the form of games, books, music etc. as well as additional cuddles and emotional support.

If children are experiencing a period of particular pain, for example due to several teeth crowning at the same time, the parent/guardian is requested to provide teething relief of their choice. A medication form will be utilised to agree and track the usage of the teething relief. The teething relief will be reviewed by the Nursery Manager once a month with the aim of returning the teething relief when the difficult period has passed.

### Nappy Rash

Sunshine Fruits Montessori will, when necessary, apply Sudocrem on a regular basis to manage nappy rash. The use of Sudocrem as a nappy rash is included in the Induction of all new staff. It can be used on incidents of low-level nappy rash, and as a barrier cream for children prone to nappy rash, particularly on walks or after bowel movements.

If children are experiencing a period of particularly difficult nappy rash, for example areas of broken skin, large areas of rash or persistent nappy rash, the parent/guardian is requested to provide an alternative nappy rash cream of their choice. A medication form will be utilised to agree and track the usage of the nappy rash cream, whether prescribed by GP or not. The nappy rash cream use will be reviewed by the Nursery Manager once a month with the aim of returning the nappy rash cream when the child has passed the difficult period of nappy rash.

### Suncare

We will endeavour to ensure that both staff and children take the necessary precautions when going out in sunny conditions. During particularly warm weather and especially during the hottest part of the day during hot weather, (12pm-3pm) we will endeavour to keep the children in the shade as much as is possible and always ensure that they are protected from the sun with appropriate sun care. Parents/carers should note that no child will be excluded from outdoor play while at nursery and that appropriate clothing and protection will always be ensured to allow safe outdoor play every day.

Part of the Registrations Form includes the parent/carer permission for the nursery to apply sunscreen on their child. Staff will administer all sunscreens in the presence of another member of staff using gloves. Sunshine Fruits will provide sunscreen of factor 50 for the children. As at the writing of these Policies, Sunshine Fruits Montessori uses NIVEA SUN Kids Moisturising Sun Lotion SPF50+. Parents are requested to provide their own sunscreen if their child suffers from any skin conditions which prevent them from using Nivea sunscreen, or have a particular preference, however no sunscreen will be allowed in the Nursery that has nut content.

## FIRE SAFETY

We ensure our premises present minimal risk by ensuring the highest possible standard of fire precautions. The nursery has a clear and regularly rehearsed fire evacuation procedure, which is familiar to both staff and to children, and is clearly displayed throughout the building. All fire points are clearly labelled, and adequate fire extinguishers and fire blankets are available at identified points round the premises, inspected annually by an appointed professional.

Smoke detectors/alarms and fire-fighting appliances conform to BS EN standard, are fitted in appropriate high-risk areas of the building. Fire doors are clearly marked, never obstructed, and easily opened from inside. All internal doors are connected to the fire security system and will automatically close upon activation of the Fire Alarm.

Our emergency evacuation route is clearly displayed in the premises and explained to new members of staff, visitors, and parents. The emergency evacuation is practised regularly, at least once a month. Where children do not attend every day of the week, the Nursery will ensure that fire drills are practiced on a rotating basis so that all children are aware of the fire evacuation process.

Records are kept of fire drills and of the servicing of fire safety equipment. All drills will be recorded in the Fire Log Book held in the office and any issues arising must be dealt with immediately. The Manager is responsible for ensuring that the daily register is kept up to date, and each room staff must ensure that children must be signed in and out on their room register. All staff must sign in and out of the building throughout the day and visitors must be asked to sign in and out in the book at reception. These steps are designed to ensure that, in the event of an emergency, a full record is at hand of all people in the building.

An emergency bag will be kept in easy access which can be taken with registers in the event of a fire evacuation. This bag should contain, at minimum, water, first aid, wipes and tissues, parent/carer contact details and a nursery approved mobile phone. Emergency medication such as Adrenaline Auto-Injectors must be taken with the evacuation bag in the case of evacuation.

# **STAFF**

## RECRUITMENT AND VETTING

Sunshine Fruits Montessori follows the Safer recruitment and selection practice. All recruitment within the Nursery is overseen by the Director to ensure this procedure is followed in all aspects of the process.

All candidates for vacancies at the nursery will have their identification checked, checks for relevant qualifications for the post they are employed for, and provide two relevant references, as well as proof of their right to work in the UK. They will have undertaken a satisfactory trial shift on the floor before any post is confirmed. A Disclosure and Barring Service (DBS) enhanced disclosure will confirm if the candidate has any police records on file and will also search the children’s register for any child-related offences. Anyone without these clearances will not be employed by Sunshine Fruits Montessori.

During the interview process and trial shift, the candidate will only have supervised access to the children, supervised by a member of Management. They will not be permitted to enter the children’s toilets and will not be permitted to engage in any intimate care of the children e.g. changing wet or dirty clothes.

All employees will have a Job Description that fully identifies the roles and responsibilities of the post they hold. All employees have one week’s induction training with Management on the first week of their employment. The induction training includes safeguarding training, risk assessments training and allergies training. The probationary period lasts for three months. To ensure that the staff member is comfortable with his/her role and understands the working systems within Sunshine Fruits Montessori, all newly appointed staff will receive regular feedback and support through the initial months of employment.

It is the policy of the nursery to ensure that the successful candidate is selected on their ability to do the job regardless of their sex, race, sexual orientation, ethnic origin, religion, disability, family status or age. All staff will be offered support and guidance on equal opportunities and anti-bias practice within their work setting. Through regular supervision sessions, staff will be helped to identify training needs and resources needed.

### Students and volunteers

Sunshine Fruits Montessori has made the decision to only support courses or qualifications undertaken by permanent members of staff. There are not positions available for students to supplement courses, or for volunteers to access work experience outside of applications for permanent members of staff.

As an accredited Montessori school, our staff are able to complete their Professional Placement at Sunshine Fruits Montessori for the Diploma Montessori Pedagogy- Birth to seven (Early Years Educator) at Level 3 or 4.

## BABYSITTING

Occasionally, families request babysitting services from the staff at Sunshine Fruits, as the child knows them and they are a trusted carer. Unfortunately, Sunshine Fruits Montessori staff members are expressly prohibited from providing babysitting services for any current or past customers of the nursery. This includes families with children who are currently enrolled or have been enrolled at any time in the past.

The prohibition on staff babysitting for nursery customers is in place to prevent potential conflicts of interest and to safeguard both the employees and the reputation of the nursery.

Our staff are encouraged to maintain a clear boundary of professional duties at the nursery and to not foster personal relationships with nursery customers. This is to uphold the confidentiality of information obtained during their employment and to avoid incidents that could compromise their professionalism. Parents should be aware staff members found in violation of this policy may face disciplinary action. Any concerns or questions regarding this policy should be directed to the Nursery Manager.

## SMOKING

Staff and visitors are not permitted to smoke whilst on site at Sunshine Fruits Montessori. All staff, parents/carers and other visitors are also asked to follow the relevant restrictions on smoking in the nursery grounds.

The outside courtyard is entirely a non-smoking area, this includes all areas from the buggy shed, outdoor table area and walkway. The non-smoking boundary lies at the side gate entrance where parents/carers buzz in. Some users of the café are on occasion unaware of the non-smoking restriction in the courtyard and may be found to be smoking. Staff and parents/carers are within their rights to request that they stop smoking or to smoke outside the courtyard. Alternatively, staff and parents/carers can alert the smoking to management.

The approved smoking area is outside of Theatre Peckham on Havil Street. Whilst the front of the building and the area next to the nursery’s gated entrance is not a non-smoking area, staff and parents are encouraged to utilise the approved smoking area and not smoke at the entrances to the building.

Staff who work directly with children must not exhibit the effects of smoking before direct contact with the children. This means that a staff member’s last cigarette before working is guided to be an hour before their shift starts, or at the very beginning of a break if their shift entitles them to a one-hour lunch break. Other members of staff or parents/carers should not be able to smell cigarette smoke on a staff member whilst working with children. Anyone with access to children must change their top layer of clothing and wash their hands after smoking before coming into the classroom. Parents are guided to follow a similar protocol.

## MOBILE PHONES AND CAMERAS

### Mobile phones

Personal mobile phones belonging to members of staff are not used during working hours. The following procedures will be followed on a daily basis:

* At the beginning of the shift, staff’s personal mobile phones will be stored in the phone holder kept in the Management Office.
* Members of staff must ensure that the nursery telephone number of the setting is given to immediate family and other people who need to contact them in an emergency.
* In the event of an emergency, personal phones may be used in the privacy of the office, or the staff member may make use of the nursery phone.
* Members of staff will not take their personal mobile phones on local outings.
* Members of staff with smart watches are required to turn off all notifications at the start of every shift.

Parents/carers and visitors are required to not use their personal mobile phones whilst on the premises. If a visitor’s company operates a policy that requires use of their work mobile phone or other device, such as the Pest Control site log, this to be discussed in advance with the nursery’s management and at no point must cameras be used. Cameras on approved devices will be covered with electrical tape provided by Sunshine Fruits Montessori.

Sunshine Fruits Montessori provides approved mobile phones without cameras, and no the ability to access the internet, for outings and other approved work uses.

### Cameras and Videos

* Members of staff and visitors must not bring their own cameras or video recorders into the setting.
* Photographs and recordings taken on nursery iPads are only taken for valid reason, i.e. to record their learning and development, or for displays of their activities within the setting.
* Photographs or videos of children are only to be taken on nursery-owned equipment. The Manager will monitor camera and video use.

### Events

Events that are held inside the nursery fall under the Mobile Phones policy above. Parents/carers or visitors are not permitted to use their mobile phones to take photos during events such as Mother’s Day, Father’s Day and Christmas when these events take place in the nursery’s premises. Photos of these events will be taken on nursery-owned equipment and distributed in the next month’s newsletter.

Events that take place outside of the nursery premises, including Sports Day and the Graduation Summer Party are considered to be in public venues, and therefore parents and extended family are permitted to take their own photos on their own devices for personal use. Any parent who does not wish for their child to be in other people’s photographs must inform the nursery in writing ahead of the event. Management will consider the request but it may unfortunately be necessary for the child to not attend.

# **MANAGEMENT AND REGULATORS**

## REGISTRATION AND INSPECTION

The nursery is registered with Ofsted, and endeavours to meet, and where possible exceed, the requirements laid down by the revised Early Years Foundation Stage statutory framework (2024) and any annexes produced by Ofsted or the Department of Education.

## COMPLAINTS

If a parent/carer is concerned about any aspect of Nursery care, they should first speak to a member of management. Staff must inform management if any formal or informal complaint is made. Staff who are unsure as to whether the parent/carer is making a complaint should ask the parent/carer whether they would like them to treat the information as a complaint.

Complaints will be recorded in a Complaints Log and parents/carers will be given a target date of response. The response date should not exceed 14 days. Management will review the complaint in detail and provide a response by the target date or inform the parent/carer for the need for more time for review. Where a Formal Complaint has been made, management may invite the parent/carer in for a confidential meeting to discuss the complaint and the decision of the nursery. The outcome of the complaint will be provided in writing by the Director.

If the parent/carer is not satisfied with the response, they should then contact the Director of Sunshine Fruits, Aileen Rutland. The director can be contacted by:

Phone: 020 3131 0225

In writing: [admin@sunshinefruits.co.uk](mailto:admin@sunshinefruits.co.uk)

If the parent/carer remains unsatisfied with the nursery’s response, they can then contact Ofsted to inform them of their complaint. Ofsted can be contacted by:

Phone: 0300 123 123

In writing: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Our Ofsted registration number is: EY544148.

## COMPLIMENTS

The nursery will ensure that all its services are of the highest possible standard. We would like to encourage parents/carers to let us know if they have been particularly happy with any aspect of the service we provide. Parents/carers can pass on their compliments at any other time verbally or in writing to their Key Person, or the Manager/Deputy Manager. Any compliments received will be passed on to the staff team involved in recognition of the contribution they have made. Compliments are very much appreciated and boost staff morale, confidence, and performance. If a gift is received, it will be used for the benefit of the whole setting but please that the gift amount does not exceed £50.

## MONITORING OF POLICIES AND PROCEDURES

The Nursery will maintain its Policies and Procedures, which contain principles and practice that are relevant and useful to the services we provide. To achieve this, we will monitor and evaluate our documentation at least once every year.

The Management Team will continually assess the quality and effectiveness of our documentation using various sources. These will include staff input from individual staff supervision, staff meetings, published research in the childcare field, and our developing knowledge and awareness of safety issues, regulatory standards, and anti-discriminatory practice and in consultation with Parents/Carers. As a minimum, an annual review will take place.

Policy reviews will be shared with parents/carers upon review. Updates to procedures may be added or amended without informing parents/carers each time, especially where the procedure relates to staff-led practice. However, parents/carers are invited to request the latest Policies and Procedures at any time.

Failure to comply with these policies may lead to disciplinary action in the case of staff, or removal of a child’s place at the nursery in the case of parents and carers.