

POLICY	Review Frequency	Last Review Date	Review Date	Staff	Children	Parents	Other Agencies
<b>Mission Statement</b>							
<b>Safeguarding and Promoting Children's Welfare</b>							
<b>Child Protection</b>							
Child Protection Procedures	Annually	Jan-18	Jan-19	✓	✓	✓	✓
Whistle Blowing	Annually	Jan-18	Jan-19	✓			
Allegations of Abuse Against Staff	Annually	Jan-18	Jan-19	✓			✓
Allegations Against Pupils	Annually	Jan-18	Jan-19	✓			✓
Children's Rights and Entitlements	Annually	Jan-18	Jan-19	✓	✓	✓	
Looked After Children	Annually	Jan-18	Jan-19	✓		✓	✓
Uncollected Child	Annually	Jan-18	Jan-19	✓		✓	✓
Missing Child	Annually	Jan-18	Jan-19	✓		✓	✓
<b>Employment</b>							
Safe Recruitment	Annually	Nov-16	Nov-18	✓			✓
Induction of Staff, Volunteers and Managers	Annually	Nov-16	Nov-18	✓			
Student Placements	Annually	Nov-16	Nov-18	✓			✓
Staff Qualifications, Training, Support and Skills	Annually	Nov-16	Nov-18	✓			✓
Performance Management	Annually	Nov-16	Nov-18	✓			
Staff Leave and Absences	Annually	Nov-16	Nov-18	✓			
Staff Conduct, Discipline and Grievance Procedures	Annually	Nov-16	Nov-18	✓			✓
<b>Behaviour Management</b>							
Written Policy on Behaviour Principles	Bi-annually	Dec-16	Dec-18	✓			
Managing Behaviour	Bi-annually	Dec-16	Dec-18	✓	✓	✓	✓
The Use of Physical Interventions	Bi-annually	Dec-16	Dec-18	✓	✓	✓	✓
Suspensions and Exclusions	Bi-annually	Dec-16	Dec-18	✓		✓	
<b>Child Care Practice</b>							
Staff to Children Ratios	Bi-annually	Mar-18	Mar-18	✓			✓
Role of Key Person	Bi-annually	Mar-18	Mar-18	✓		✓	✓
Settling In	Bi-annually	Mar-18	Mar-18	✓	✓	✓	✓
Transitions	Bi-annually	Mar-18	Mar-18	✓	✓	✓	✓
<b>Information and Records</b>							
Information About the Child	Bi-annually	Feb-17	Feb-19	✓			
Information for Parents and Carers	Bi-annually	Feb-17	Feb-19	✓		✓	
Complaints Procedure	Bi-annually	Feb-17	Feb-19	✓		✓	✓
Making a Complaint to Ofsted	Bi-annually	Feb-17	Feb-19	✓		✓	✓
Information About the Provider	Bi-annually	Feb-17	Feb-19	✓			
Changes That Must be Notified to Ofsted	Bi-annually	Feb-17	Feb-19	✓			✓
<b>Data Protection and E-Safety Policy</b>	Annually	Jun-18	May-18	✓	✓	✓	✓
<b>Health and safety and Hygiene</b>							
<b>Managing Health and Safety</b>							
Risk Assessment	Annually	May-17	May-18	✓	✓		✓
Administering Medicines	Annually	Oct-16	Apr-18	✓		✓	✓
First Aid	Annually	Oct-16	Apr-18	✓			✓
Recording and Reporting of Accidents Incidents and Dangerous Occurrences	Annually	Jan-18	Jan-18	✓			✓
Managing Children who are Sick or Infectious	Annually	Jan-18	Jan-20	✓		✓	
Managing Children with Allergies	Annually	Jan-18	Jan-20	✓	✓	✓	
Food Safety	Annually	Apr-17	Apr-18	✓			✓
Fire Safety	Annually	Apr-17	Apr-18	✓			✓
Premises	Annually	Apr-17	Apr-18	✓			✓
Outdoor Play Area	Annually	Apr-17	Apr-18	✓			✓
Equipment	Annually	Apr-17	Apr-18	✓			✓
Security	Annually	Apr-17	Apr-18	✓			
Supervision of Children on Outings and Visits	Annually	Apr-17	Apr-18	✓	✓	✓	✓
<b>Promoting Health and Hygiene</b>							
General Hygiene	Annually	Jun-18	Jun-18	✓	✓		
Food and Drink	Annually	Oct-18	Oct-18	✓	✓	✓	✓
Animals in the Setting	Annually	May-17	May-18	✓			
Nappy Changing	Annually	May-17	May-18	✓			
No Smoking, Alcohol and Drugs	Bi-Annually	May-16	May-18	✓			
<b>Equal Opportunities</b>							
Valuing Diversity and Promoting Equality	Annually	Jun-16	Jun-18	✓	✓	✓	✓
English as an Additional Language	Annually	Jun-16	Jun-18	✓	✓	✓	✓

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Supporting Children with Special Educational Needs	Annually	May-16	Jun-18	✓	✓	✓	✓
<b>Local Offer</b>	Annually	May-16	Jun-18				
High Elms Manor School Accessibility Plan	3 Yearly	Jun-15	Jun-18	✓			
Gifted and Talented Pupils	Bi-Annually	Jun-16	May-18	✓	✓	✓	✓
Race Equality	Annually	Jun-16	Jun-18	✓			
Anti-Bullying	Annually	Mar-18	Mar-18	✓	✓	✓	✓
<b>Teaching, Learning and Development</b>							
Aims	Bi-annually	Jan-18	Jan-18	✓			
<b>Early Years (The Nest and Little Elms)</b>							
Montessori and the EYFS Prime and Specific Areas	Bi-annually	Jan-18	Jan-18	✓	✓	✓	✓
Observation, Assessment and Planning	Bi-annually	Jan-18	Jan-18	✓	✓	✓	✓
<b>Primary Years (High Elms)</b>							
Montessori's Integrated Curriculum: The Cosmic Education	Bi-annually	Sep-16	Sep-18	✓	✓	✓	✓
Planning	Bi-annually	Sep-16	Sep-18	✓	✓	✓	✓
<b>Partnership</b>							
Involving and Consulting Children	Bi-annually	Jul-16	Jul-18	✓	✓	✓	
Working in Partnership with Parents	Bi-annually	Jul-16	Jul-18	✓		✓	
Working in Partnership with Other Agencies	Bi-annually	Jul-16	Jul-18	✓		✓	✓
<b>Assessment</b>							
<b>Early Years Statutory Assessments</b>	Annually	Sep-16	Sep-18	✓			
Progress Check at Age Two	Annually	Sep-16	Sep-18	✓		✓	✓
Assessment at the end of the EYFS - Early Years Foundation Stage Profile (EYFSP)	Annually	Sep-16	Sep-18	✓			✓
<b>Primary Years Assessment</b>	Annually	Sep-17	Sep-18	✓			
Key Stage 1	Annually	Sep-17	Sep-18	✓			
Key Stage 2	Annually	Sep-17	Sep-18	✓			
<b>Admissions and Fees</b>							
Admissions	Annually	Sep-17	Sep-18	✓			✓
Waiting List	Annually	Sep-17	Sep-18	✓			
Fees	Annually	Sep-17	Sep-18	✓			
Policies are reviewed as per the frequency stated unless an incident occurs requiring changes to be made to a policy or when there are legal requirements which need to be changed on an existing policy or due to information through training.							