

POLICY	Review Frequency	Last Review Date	Review Date	Staff	Children	Parents	Other Agencies
Mission Statement							
Safeguarding and Promoting Children's Welfare							
Child Protection							
Child Protection Procedures	Annually	Oct-15	Oct-16	✓	✓	✓	✓
Whistle Blowing	Annually	Oct-15	Oct-16	✓			
Allegations of Abuse Against Staff	Annually	Oct-15	Oct-16	✓			✓
Allegations Against Pupils	Annually	Oct-15	Oct-16	✓			✓
Children's Rights and Entitlements	Annually	Oct-15	Oct-16	✓	✓	✓	
Looked After Children	Annually	Oct-15	Oct-16	✓		✓	✓
Uncollected Child	Annually	Oct-15	Oct-16	✓		✓	✓
Missing Child	Annually	Oct-15	Oct-16	✓		✓	✓
Employment							
Safe Recruitment	Annually	Nov-16	Nov-17	✓			✓
Induction of Staff, Volunteers and Managers	Annually	Nov-16	Nov-17	✓			
Student Placements	Annually	Nov-16	Nov-17	✓			✓
Staff Qualifications, Training, Support and Skills	Annually	Nov-16	Nov-17	✓			✓
Performance Management	Annually	Nov-16	Nov-17	✓			
Staff Leave and Absences	Annually	Nov-16	Nov-17	✓			
Staff Conduct, Discipline and Grievance Procedures	Annually	Nov-16	Nov-17	✓			✓
Behaviour Management							
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	✓		✓	
Child Care Practice							
Staff to Children Ratios	Bi-annually	Jan-15	Jan-17	✓			✓
Role of Key Person	Bi-annually	Jan-15	Jan-17	✓		✓	✓
Settling In	Bi-annually	Jan-15	Jan-17	✓	✓	✓	✓
Transitions	Bi-annually	Jan-15	Jan-17	✓	✓	✓	✓
Information and Records							
Information About the Child	Bi-annually	Feb-15	Feb-17	✓			
Information for Parents and Carers	Bi-annually	Feb-15	Feb-17	✓		✓	
Complaints Procedure	Bi-annually	Feb-15	Feb-17	✓		✓	✓
Making a Complaint to Ofsted	Bi-annually	Feb-15	Feb-17	✓		✓	✓
Information About the Provider	Bi-annually	Feb-15	Feb-17	✓			
Changes That Must be Notified to Ofsted	Bi-annually	Feb-15	Feb-17	✓			✓
Data Protection and E-Safety Policy	Annually	Jun-16	Jun-17	✓	✓	✓	✓
Health and safety and Hygiene							
Managing Health and Safety							
Risk Assessment	Annually	Apr-16	Apr-17	✓	✓		✓
Administering Medicines	Annually	Apr-16	Apr-17	✓		✓	✓
First Aid	Annually	Apr-16	Apr-17	✓			✓
Recording and Reporting of Accidents Incidents and Dangerous Occurrences	Annually	Apr-16	Apr-17	✓			✓
Managing Children who are Sick or Infectious	Annually	Apr-16	Apr-17	✓		✓	
Managing Children with Allergies	Annually	Apr-16	Apr-17	✓	✓	✓	
Food Safety	Annually	Apr-16	Apr-17	✓			✓
Fire Safety	Annually	Apr-16	Apr-17	✓			✓
Premises	Annually	Apr-16	Apr-17	✓			✓
Outdoor Play Area	Annually	Apr-16	Apr-17	✓			✓
Equipment	Annually	Apr-16	Apr-17	✓			✓
Security	Annually	Apr-16	Apr-17	✓			
Supervision of Children on Outings and Visits	Annually	Apr-16	Apr-17	✓	✓	✓	✓
Promoting Health and Hygiene							
General Hygiene	Annually	May-16	May-17	✓	✓		
Food and Drink	Annually	Oct-16	Oct-17	✓	✓	✓	✓

POLICY	Review Frequency	Last Review Date	Review Date	Staff	Children	Parents	Other Agencies
Animals in the Setting	Annually	May-16	May-17	✓			
Nappy Changing	Annually	May-16	May-17	✓			
No Smoking, Alcohol and Drugs	Annually	May-16	May-17	✓			
Equal Opportunities							
Valuing Diversity and Promoting Equality	Annually	Jun-16	Jun-17	✓	✓	✓	✓
English as an Additional Language	Annually	Jun-16	Jun-17	✓	✓	✓	✓
Supporting Children with Special Educational Needs	Annually	May-16	May-17	✓	✓	✓	✓
Local Offer	Annually	May-16	May-17				
High Elms Manor School Accessibility Plan	3 Yearly	Jun-15	Jun-18	✓			
Gifted and Talented Pupils	Annually	May-16	May-17	✓	✓	✓	✓
Race Equality	Annually	Jun-16	Jun-17	✓			
Anti-Bullying	Annually	Mar-16	Mar-17	✓	✓	✓	✓
Teaching, Learning and Development							
Aims	Bi-annually	Jul-15	Jul-17	✓			
Early Years (The Nest and Little Elms)							
Montessori and the EYFS Prime and Specific Areas	Bi-annually	Jul-16	Jul-17	✓	✓	✓	✓
Observation, Assessment and Planning	Bi-annually	Jul-16	Jul-17	✓	✓	✓	✓
Primary Years (High Elms)							
Montessori's Integrated Curriculum: The Cosmic Education	Bi-annually	Sep-16	Sep-18	✓	✓	✓	✓
Planning	Bi-annually	Sep-16	Sep-18	✓	✓	✓	✓
Partnership							
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	✓		✓	✓
Assessment							
Early Years Statutory Assessments	Annually	Sep-16	Sep-17	✓			
Progress Check at Age Two	Annually	Sep-16	Sep-17	✓		✓	✓
Assessment at the end of the EYFS - Early Years Foundation Stage Profile (EYFSP)	Annually	Sep-16	Sep-17	✓			✓
Primary Years Assessment	Annually	Sep-16	Sep-17	✓			
Key Stage 1	Annually	Sep-16	Sep-17	✓			
Key Stage 2	Annually	Sep-16	Sep-17	✓			
Admissions and Fees							
Admissions	Annually	Sep-16	Sep-17	✓			✓
Waiting List	Annually	Sep-16	Sep-17	✓			
Fees	Annually	Sep-16	Sep-17	✓			
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.							