

STAFF NEWSLETTER

January, 2025

Introduction

As we begin the spring term, this newsletter highlights several important priorities for the months ahead, including our ongoing commitment to safeguarding, curriculum-focused supervisions taking place in January/February, and our overall nursery development planning as we continue to strengthen practice and outcomes for children. We will also be sharing updates on new functions being released on the family app, which will support communication and partnership with parents and carers. Thank you, as always, for your continued professionalism, dedication and teamwork.



Website reminder

Please remember to use the staff portal for safeguarding guidance, curriculum tips, and general information to support you in your role. The portal is regularly updated and should be your first point of reference for key guidance and resources.



Newsletter contents

- Family App rollout
- Safeguarding - Recap and updates
- Family App- What's being launched Spring 2026
- Curriculum supervisions - Guidance and Prep
- Spring 2026 priorities and Watch us grow update
- New Planning for learning policy- Including Family observations
 - Staff quick reference guide



Safeguarding - Recap and update

As we begin the spring term, this safeguarding update serves as a reminder of our shared responsibility to maintain a strong culture of safeguarding, in line with the expectations of New Beginnings, Ofsted as a regulator and the Early Years Foundation Stage (EYFS).

Reminder : Safeguarding remains effective only when it is understood, embedded and consistently applied by all staff.

Culture of Safeguarding- New Beginnings expects safeguarding to be:

- A whole-setting responsibility
- Understood by all staff, regardless of role
- Evident in daily practice, decision-making and interactions
- All staff must remain professionally curious, vigilant and proactive in identifying and responding to concerns.

Recording, Reporting & Following Procedures- It's important that staff must demonstrate that they:

- Recognise signs of abuse, neglect and harm
- Record concerns clearly, accurately and without delay
- Use the setting's agreed recording system consistently
- Know who the DSL and Deputy DSLs are and how to contact them
- Understand what to do if the DSL is unavailable
- Concerns must be shared on the same working day. Staff must never investigate concerns themselves or delay reporting.
- If anyone is unsure about recording, reporting or the procedures to follow then you must raise this with your manager.

Identifying Risk & Vulnerability- Staff should be confident in identifying:

- Changes in children's behaviour, presentation or emotional wellbeing
- Patterns of concern, including low-level or cumulative issues
- Signs of neglect, emotional abuse or safeguarding vulnerabilities
- Children who may need early help or additional support
- New Beginnings expects its staff to explain how they notice concerns and what action they take.

Responding to Children- When a child discloses or communicates concern:

- Listen calmly and attentively
- Reassure the child they have done the right thing
- Do not ask leading questions
- Do not promise confidentiality
- Record the child's words as accurately as possible
- Staff should be able to articulate how they put the child's welfare at the centre of safeguarding practice.

Online Safety & Professional Conduct- To meet the requires of the Early years register, the company and ofsted expectations, staff must:

- Follow policies relating to mobile phones, cameras and technology
- Maintain clear professional boundaries at all times
- Understand how online safety is promoted, even in the early years
- Report any concerns about adult conduct immediately

Training, Policies & Accountability- New Beginnings expects staff to:

- Keep safeguarding training up to date
- Read and follow safeguarding and child protection policies
- Demonstrate understanding during discussion and practice
- Take responsibility for maintaining safeguarding knowledge
- If you are unsure about any aspect of safeguarding, this should be raised immediately with the DSL or management.



Thank you for your continued professionalism and commitment to keeping children safe. Please refer to the staff notice board for information on the designated officers or visit your nurseries safeguarding page within the staff portal.

Famly app- New Functionality



Medication

Currently, within the Famly App, any child who requires unscheduled medication (for example, medication for a long-term or ongoing condition) already has a medication consent form recorded in Famly.

During the month of January, managers will move from using the current carbon copy medication forms for scheduled medication (for example, medication for a new, short-term condition) to recording all medication electronically on the Famly App. Please click link below to view how medication forms will now be added to Famly.

<https://help.famly.co/en/articles/5178743-managing-medication-in-famly>

We are currently reviewing the medication policy and developing a clear, step-by-step guide for staff on how Famly will be used for all medication management, to ensure a consistent, safe, and well-understood process across the setting.

Accidents and incident reporting

You would have seen our recent news fed post that we are now moving from recording accidents and injuries on paper to recording these electronically. The accidents and injuries policy and procedures are currently being reviewed to ensure clear guidance for staff and to help families understand how accidents will be recorded, while remaining fully compliant with EYFS requirements. From this week we will be recording any accidents or incidents via Famly.

Click the link below for more guidance on recording accidents and incidents.

<https://help.famly.co/en/articles/4912145-accident-and-incident-reports>

Calendar

We will be using the Famly calendar to support both families and staff by sharing upcoming topics, celebration days, and any new events that are planned. This will help everyone stay informed and prepared. Please take some time to familiarise yourself with the calendar functionality on Famly so you know where to find information and how it will be used moving forward.

Famly app- Functionality reminders

Documents

Don't forget to check the Documents section in Famly, where we'll be providing key documents for staff. This makes it easy to access policies, learning plans, and other important resources anytime, keeping everything secure and up to date.

Recording observations in famly

When recording observations of children in Famly:

- Use Development Matters as your guide. This ensures that your assessments are linked to learning goals, accurately track progress, and provide a clear picture of each child's development.
- Record observations directly in the Famly app. This keeps records up to date and ensures they are easily accessible for both the team and parents.

Be thorough and specific. Include examples of the child's learning, progress, and any next steps to support their development.

By following these steps, we can maintain consistent, meaningful records that support each child's learning journey.

Famly app- New Functionality

Recording teething gels/sachets and non prescribed/prescribed creams and nappy creams logged on Famly

All medication forms will now be accessible via Famly this includes for teething gels/sachets and prescribed or non prescribed creams.

All creams applied to a child under the updated statutory guidance need to be recorded.

Please could we ensure any children who is having a cream applied to their nappy area during nappy change that this is being recorded in the notes section under their activity log for under 2's. When recording this please could you add which cream was applied for example sudo cream.

If a child is also having a body cream applied this will need to be recorded in the notes under their nappy change section and the name of the cream that was applied. This can be added with the notes of the nappy.

For example nappy cream applied-sudo cream Body cream applied-Epaderm

If a child is having a nappy cream or body cream applied and they do not have an activity log as they are over 2 years this will be recorded on their activity log as either as a nappy or toileting and the cream applied added to the notes section.

Any teething gel/sachets given to a child must be recorded on their medication form via Famly. Click on the link below to find out more on medication forms in Famly.

<https://help.famly.co/en/articles/5178743-managing-medication-in-famly>

Staff curriculum supervisions

In January, all staff will take part in supervision meetings. These are a supportive opportunity to reflect on practice, celebrate strengths and identify focused next steps for both children and staff. This briefing is designed to help you feel confident and prepared for your discussion.

Supervision Will Focus On

During supervision, we will discuss:

- Your key children's progress
- Focused next steps in learning
- How you use your knowledge of the EYFS
- Your understanding of child development
- How practice supports children's outcomes
- Supporting SEND
- Parental Partnerships
- Enhancing planning

This aligns with Ofsted expectations that staff can explain what they know, why they do it, and how it impacts children.

Knowing Your Key Children:

You should be prepared to talk confidently about:

What your key children can do

Their current interests and strengths

Any areas where progress is slower

How you support their learning, development and wellbeing

Think about:

- Communication and language
- Physical development
- Personal, social and emotional development

Next Steps in Learning

Be ready to explain:

What your child's next step is

Why it is appropriate for their stage of development

How you support this through play, routines and interactions

Next steps should be:

Clear and achievable

Based on observation and assessment

Linked to the EYFS, not worksheets or outcomes alone



EYFS & Child Development Knowledge

You may be asked to discuss:

How the EYFS supports learning through play

Why relationships and interactions matter

Typical developmental milestones

How you adapt practice for individual needs

You don't need to quote the EYFS — but you should understand how it guides your practice.

Reflecting on Your Practice

Supervision is also a chance to:

Share what is working well

Identify any challenges

Ask for support or training

Reflect on how your practice impacts children

Ofsted values staff who are reflective and open to improvement.

A Supportive Process

Supervision is:

A professional discussion, not a test

A chance to feel supported

An opportunity to develop confidence and skills

Please speak openly and honestly — support is always available.

Key Message

Be confident in:

Knowing your children

Explaining next steps

Understanding why you do what you do

Linking practice to children's development

Strong knowledge leads to strong outcomes for children.

RE CAP

WATCH US GROW



Curriculum Supervisions

Please ensure you prepare for your curriculum supervisions. All the important documents listed are available to view on the New Beginnings staff portal page on our curriculum newsletter page.

Safeguarding

Please ensure you are always keeping up to date with your nursery's safeguarding information. This can be found on the New Beginnings staff portal pages and on the safeguarding notice boards within your nursery. If you ever have any concerns or safeguarding queries, please do not hesitate to speak to your designated safeguarding leads.

Important curriculum documents



Please ensure you read New Beginnings updated curriculum documents.

- Early Years Quick Reference Guide-New Beginnings-Watch us grow & Tiny task force integration
- Enhanced Early Years Observations, Planning & Teaching Policy-New Beginnings Watch us grow & Tiny task force integration. Also included in this policy are
- Early Years Achievement Awards Aligned to watch us grown curriculum
- Expanded Tiny Taskforce-Roles Aligned to watch us Grow Curriculum
- Recording observations.
- Spring 2026 Priorities-Watch us grow curriculum alignment



Famly functions being introduced

Please ensure you read the updates sent out on our Famly news fed and within this news letter on the functionality we will now be using.