

## Matrix of Changes since September 2025 Edition

All changes made throughout the policies and procedures are highlighted in yellow.

‘Minor word/grammar changes’ indicates that there have been no significant changes and the meaning of the policy remains the same.

Section/Policy	Changes Made
<p><b>Safeguarding and child protection policy</b></p>	<ul style="list-style-type: none"> <li>• Update the Safeguarding children and child protection policy and procedures in line with new legislation and in response to any incidents</li> <li>• Carry out ongoing monitoring of the setting’s policies and procedures to ensure they remain effective</li> <li>• Ensure policies and procedures are in line with the guidance and procedures of the relevant Local Safeguarding Partnership (LSP)</li> </ul> <p>Have an ongoing responsibility to ensure all staff understand the correct procedures and are aware of their safeguarding responsibilities</p> <p>Minor word and grammar changes</p>
<p><b>Acceptable internet use policy</b></p>	<p>This policy should be read in conjunction with the Cyber security policy.</p> <p>Passwords must not be reused.</p> <p>Passwords *will/*will not be stored using password managers with end-to-end encryption. Accounts will be removed immediately when a staff member has left employment.</p> <p>Staff will receive training in recognising when emails may contain spam, phishing or other harmful content. Staff must report suspicious messages or links to *management/*IT support. Accounts will be removed immediately when a staff member has left employment.</p> <p>Employees must not install any software that has not been cleared for use by the *manager/*IT support onto our computers or systems.</p>

	<p>No unknown USBs or external devices will be used.</p> <p>Minor word and grammar changes</p>
<b>Access, storage and retention of records policy</b>	<u>Complaints record book: 7 years</u>
<b>Complaints and compliments policy</b>	Updated link for information about Ofsted’s role
<b>Cyber security policy</b>	New policy
<b>Food play policy</b>	<ul style="list-style-type: none"> <li>Dried food that is used for play will be kept away from food used for cooking, and utensils used for food play will be washed thoroughly and stored separately to utensils used in food production or at mealtimes</li> <li>Foods that are cooked and used for play which have limited shelf life (such as dough) will be replaced on a regular basis. Cornflour, cooked pasta and cooked rice will be discarded after use due to the high risk of bacteria developing</li> </ul>
<b>Food play policy</b>	<ul style="list-style-type: none"> <li>Food used for play will be presented in ways that clearly distinguish it from food intended for eating, for example, in tuff trays, with added food colouring, raw, etc. Children are discouraged from eating play food, and from putting equipment and utensils in their mouths</li> </ul>
<b>Inclusion and equality policy</b>	Minor word and grammar changes
<b>Late collection and non-collection of children policy</b>	Where possible, we request two or more emergency contact numbers for each child
<b>Managing extreme weather policy</b>	Minor word and grammar changes
<b>Mobile phone and electronic device use policy</b>	<p>These devices will only be used in the presence of other staff</p> <p>Staff must delete images/videos from devices, or store them in agreed folders, once they have been used for their purpose. Managers will check image folders regularly.</p>

<p><b>Online safety policy</b></p>	<p>Minor word and grammar changes</p>
<p><b>Recruitment, selection and suitability of staff policy</b></p>	<p>All employees must be eligible to work in the UK</p> <p>Prior to employment but after the job has been offered, a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability, although these considerations will include ensuring that the nursery complies with the requirement to make reasonable adjustments for disabled employees.</p> <p>An additional criminal records check should also be made for anyone who has lived or worked abroad (including further checks if the individual has lived in more than one country)</p>
<p><b>Staff code of conduct</b></p>	<p>This policy should be read in conjunction with the Disciplinary procedure.</p> <p>Where appropriate, the Disciplinary procedure will be followed.</p>
<p><b>Whistleblowing policy</b></p>	<p>Added:</p> <ul style="list-style-type: none"> <li>• Sexual harassment</li> <li>• That sexual harassment has been committed</li> </ul> <p>Removed:</p> <ul style="list-style-type: none"> <li>• You must not act maliciously</li> <li>• You must not seek any personal gain.</li> </ul>
<p><b>Whistleblowing policy continued</b></p>	<p>Where you reasonably believe one or more of the above circumstances listed above has occurred, you should promptly disclose this to the designated safeguarding lead (DSL), or deputy DSL, so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to the DSL/deputy DSL (i.e. because it relates directly to them) you should speak to see policy for named person/'s</p> <p>List of contacts added</p> <p>Minor word and grammar changes</p>