



Matrix of Changes since August 2026 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.

Safeguarding Children and Child Protection Policy	Added: Supporting policies: Photography and filming of children Supervision policy <i>Harm is as defined by section 31(9) of the Children Act 1989 and means ill-treatment (including sexual abuse and forms of ill-treatment which are not physical), or impairment of physical or mental health, or impairment of physical, intellectual, emotional, social or behavioural development. It also includes, for example, impairment suffered from seeing or hearing the ill-treatment of another.</i> This includes harm that occurs inside or outside the home, including in foster care and residential care, as well as online - Know that young children may not be able to understand when something happening to them is abuse - Ensure a shared understanding of all children's individual needs, particularly children with SEND - Understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives, including being aware of the range of support available for families Every person looking after children must be alert to any issues of concern in the child's life at home or elsewhere.
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	including the DfE safeguarding help for early years providers https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/safeguarding The Counter-Terrorism and Security Act 2015 places a duty on early years providers “to have due regard to the need to prevent people from being drawn into terrorism”, including safeguarding learners from extremist ideologies and radicalisation to prevent them from being drawn into terrorism. Whistleblowing Whistleblowing is the term used when a worker (staff member, student or volunteer) passes on information concerning wrongdoing. Reporting the abuse or misuse of images of children If a member of staff, student or volunteer becomes aware of the abuse or misuse of images of children from the nursery, they must immediately notify the DSL who would need to review the information provided to decide on the next steps: • If the image(s) involve suspected child abuse or illegal imagery, DSL to report to the Internet Watch Foundation (IWF) • If there are concerns regarding online abuse, extortion, or the ways individuals are communicating with children or staff online, DSL to report to the National Crime Agency CEOP Command • If a child under 18 has had an explicit image shared online, DSL to support the child and/or their parents to use the Childline Report Remove Tool for IWF review and removal • Escalate safeguarding concerns to the LADO/MASH as required. Minor word and grammar changes
Access, Storage and Retention of Records Policy	Added: We will store photographs and videos of children securely, in accordance with our Safeguarding children and child protection policy and data protection law. We will keep hard copies of images in a locked container and electronic

	images in a protected folder with restricted access. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks or mobile devices. <u>Children's records (including photographs and videos)</u>
Accidents and First Aid Policy	Added: <i>Ensure that those transporting the child do not smoke/vape in the vehicle</i>
Allergies and Allergic Reactions Policy	Added: We ensure that: • Children's food is prepared and provided in line with their individual needs, developmental stage and any agreed care or allergy plans • Staff understand and consistently apply arrangements for managing allergies, food intolerances and dietary requirements. <i>Ensure that those transporting the child do not smoke/vape in the vehicle</i>
Animal Health and Safety Policy	Added: We do not permit dogs on the premises, unless they are assistance dogs (guide dogs, hearing dogs, etc.) or those attending to support educational purposes such as therapy or working dogs, which attend with prior notice and with suitable risk assessments in place. Under no circumstances are banned dog breeds (as described in section 1 of the Dangerous Dogs Act 1991) permitted on the premises. https://www.gov.uk/control-dog-public/banned-dogs

Caring for Babies and Toddlers Policy	Removed: Sleep guidance – refer to the Safer Sleep Policy Added: This policy should be read in conjunction with the Nappy changing, Respectful intimate care, Safer sleep, Nutrition and mealtime and Use of dummies in nursery policies. following the NHS Best Start in Life Weaning guidance. https://www.nhs.uk/best-start-in-life/baby/weaning/
Critical Incident Policy	Added: • Drone use over property Drone use over property Should a drone be deployed over the nursery premises without the prior agreement of the owner/manager, action will be taken to safeguard the children: • If the children are inside the building, they will remain inside until the drone is no longer in use • If the children are outside the building, in the nursery grounds, the children will be brought inside the building and remain inside until the drone is no longer in use. If there is the possibility that children have been filmed while outside the building, this will need to be reported to the Police (on 101) due to a potential privacy breach. Ofsted must also be notified of this as a significant event.
Inclusion and Equality Policy	Added: We do not tolerate discriminatory behaviour and take action to tackle discrimination, including taking all reasonable steps to prevent harassment and sexual harassment of our employees, including harassment from third parties, such as visitors to the premises.

	Replaced: Ensuring that all early learning opportunities offered are inclusive of children with special educational needs and/or disabilities and children from disadvantaged backgrounds With: Establish strategies that consistently enhance the opportunities and experiences of disadvantaged children, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or wellbeing
Managing Extreme Weather Policy	Policy updated June 2026
Mobile Phone and Electronic Device Use Policy	Added: Digital photographs and videos of children will be stored securely in a protected folder with restricted access in accordance with our Safeguarding children and child protection policy and data protection law. Hard copies of images will be stored in a locked container
Mobile Phone and Electronic Device Use Policy	We will never store digital images of children on unencrypted portable equipment such as laptops, memory sticks and other digital devices Minor word and grammar changes
No Smoking/Vaping Policy	Added: Smoking/vaping is prohibited while in a vehicle with the children under the age of 18.
Nutrition and Mealtimes Policy	Added: We ensure that children's food is prepared and provided in line with children's individual needs, developmental stage and any agreed care or allergy plans and that staff are able to understand and consistently apply arrangements for managing allergies, food intolerances, dietary requirements and choking risks.

	Children are supervised appropriately while eating, including being within sight and hearing of staff, and supported to eat safely We follow the NHS Best Start in Life weaning guidance https://www.nhs.uk/best-start-in-life/baby/weaning/
Photography and Filming Children Policy	New policy
Recruitment, Selection and Suitability of Staff Policy	Removed: other than those who have registered for the continuous updating service (see below) If the individual has registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check Added: The successful candidate will be offered the position subject to at least two references from current and previous employment We will obtain at least one written reference for any member of staff, student or volunteer before they are recruited. Other references may be verbal initially and then followed up with a written reference which will form part of their personnel file New staff members will have a probationary period for the first 6 months of work

	The nursery reserves the right to extend the probationary period by <i>2 months</i> if necessary. During the probationary period there will be regular interim reviews, structured monitoring and benchmarks, early intervention on issues and clear setting of expectations at the outset and when identifying areas for improvement along the way 8. Children on work experience placements • A student aged 16 plus on work experience in the nursery is considered to be engaging in regulated activity • The student would require the work experience provider, e.g. school or sixth form college, to complete a DBS enhanced check prior to their placement in the setting.
Safer Sleep Policy	Added: Practitioners ensure that children, particularly babies and those under two years old, are placed down to sleep safely. For babies/toddlers under two years old, we consistently put into practice safe sleeping arrangements, including ensuring that: https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/safer-sleep Supervision During Sleep In accordance with paragraph 3.86 of the Early Years Foundation Stage (EYFS) Statutory Framework, children must always remain within the sight and/or hearing of staff and be appropriately supervised at all times. This expectation applies equally when children are settling to sleep, sleeping, or waking. Staff must ensure they remain in a position that enables them to continuously observe and respond to children whilst maintaining effective oversight of the wider sleep environment. Staff must be able to recognise signs of distress, changes in a child's condition or any potential risks without delay. To ensure effective supervision, New Beginnings Day Nurseries Ltd does not recognise lying alongside, reclining next to, or positioning themselves in a manner that restricts their ability to observe sleeping children as an appropriate method

of settling or supervising children during sleep. Staff must not close their eyes, cover their face, or adopt a position that compromises their ability to provide continuous safeguarding oversight.

Where a child requires additional comfort or reassurance before sleeping, staff should provide this in a manner that maintains full awareness of all children within the sleep area and enables continuous supervision in accordance with this policy.

Failure to follow these requirements may place children at risk and will be treated as a safeguarding matter and managed in accordance with the nursery's disciplinary procedures.

Sleep checks alone do not replace continuous supervision. Staff are expected to maintain active safeguarding oversight of all sleeping children between recorded sleep checks.

Recording Sleep Monitoring

All sleeping children will be monitored in accordance with this policy and the nursery's safer sleep procedures.

Each sleep check will be recorded in the nursery's **Sleep Monitoring Record**. Staff must record:

- the time the check was completed;
- their initials;
- the child's condition and wellbeing, where appropriate; and
- any actions taken or observations made.

The member of staff recording the check is responsible for ensuring that the information is accurate and completed at the time of the observation.

For children **under two years of age**, sleep information is also recorded within the child's **Famly Activity Log**, enabling parents to view when their child slept and the duration of their sleep.

For children **aged two years and over**, sleep information will be shared with parents via the **Famly App** where this has been requested through the Nursery Manager or where staff consider it appropriate to support the child's individual needs.

The completion of sleep records does not replace continuous supervision. Staff must maintain active oversight of sleeping children at all times in accordance with this policy.



	Sleep monitoring records may be audited by the Nursery Manager, Area Manager or nominated safeguarding lead to ensure compliance with this policy and identify any training or support needs.
Screen Use Policy	New policy
Sickness and Illness Policy	Added: <i>Ensure that those transporting the child do not smoke/vape in the vehicle</i>
Social networking Policy	Added: We follow the Photographing and filming children policy to inform our decisions about when, who and what images to share on social media.
Special Educational Needs and Disabilities (SEND) Policy	Added: We are committed to the inclusion of all children at our nursery, by establishing strategies that consistently enhance the opportunities and experiences of disadvantaged children, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or wellbeing.
Student Policy	Added: All students must have an enhanced Disclosure and Barring Service (DBS) check and provide at least one written reference before their placement begins Children on work experience placements We will only offer placements to pupils from local secondary schools on work experience after discussions with the appropriate tutors and the establishment of close links with the sixth form college or school. A student aged 16 plus on work experience in the nursery is considered to be engaging in regulated activity and so the student would require the work experience provider, e.g. school or college, to complete a DBS enhanced check prior to their placement in the setting.
Supervision Policy	Added:



	In addition, supervisors must discuss any concerns relating to changes in personal circumstances that might affect an individual's ability or suitability to work with children, including changes to their health or medication. Staff must disclose any information which may affect their suitability to work with children including, but not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings (whether received before or during their employment at the setting).
Visits and Outings Policy	Added: Ensure that those transporting children do not smoke/vape in the vehicle
Whistleblowing Policy	Added: Students and volunteers included throughout Local children's safeguarding partnership <i>[number to be added by setting]</i> Whistleblowing safeguarding concerns flowchart * employee, student or volunteer Minor word and grammar changes