

The Montessori Story Policy and Procedures –

These are in the office and can be viewed at any time

1. Enrolment
2. Authorisation to Collect Children (includes General Collection Policy)
3. Use of Internet and Photographic and Recording Devices
4. Settling In
5. Complaints
6. Confidentiality
7. Partnership with Parents/Guardians
8. Data Protection
9. Record Keeping
10. Child and Adult Protection Policy and Procedure
11. Child Development
12. Child Observations and Assessment
13. Code of Ethics – Working with Children
14. Sleep and Rest
15. Curriculum
16. Outings
17. Inclusion [Incorporating Equality & Diversity]
18. Interaction and Communication
19. Key Worker Policy
20. Outdoor Play
21. Managing Behaviour
22. Supervision of Children – Indoors and Outdoors
23. Transitions
24. Risk Management
25. Accidents and Incidents
26. Fire Safety
27. Healthy Eating [Incorporating Food Hygiene]
28. Infection Control
29. Manual Handling
30. Administration of Medication
31. Missing Child
32. Pest Control
33. Sun Safety
34. Toileting
35. Team Absences
36. Recruitment
37. Team Training
38. Supervision
39. Emergency Policy