

Policies and procedures reviewed January 2019

To be reviewed January 2020 or before depending on circumstances



BOBTAILS MONTESSORI

**Adversane Hall
Adversane
West Sussex
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Telephone: (01403) 786176

OFSTED REGISTERED NUMBER EY539047

POLICIES & PROCEDURES

These policies and procedures are reviewed annually, or in response to events, legislation change, arrival of new children or new members of staff

These general policies and procedures include those which relate to:

- Bobtails staff and management structure
- Description of the setting
- Aims, objectives and principles of Montessori education
- Communication policy
- Staff training and development

Bobtails Montessori Nursery management structure

Owner Stephen Wall

Manager Alexandra Openshaw
Behaviour Management
Deputy Designated Person
for Safeguarding
Health and Safety
First Aid
Safer Recruitment

Acting Manager Christina Young
Senior Montessori Practitioner
SENCO
First Aid

Deputy manager Lucy Colborn
Designated person for safeguarding
Supervisor
First Aid

Montessori Practitioner/ supervisor
Janet Macleod
First Aid

Montessori Practitioners
Claudia Temple
First Aid
Emma Coulstock
First Aid

Fraser Macleod
Breakfast club supervisor

Stephen Wall and Alexandra Openshaw constitute the Registered Person.

Members of staff have designated 'key worker children'. However, all adults are responsible for the well-being of all children in our care. Key workers will establish relationships with parents and families and ensure an on-going and relevant exchange of information between home and nursery. The management structure is as shown above.

Staff attend regular staff meetings and annual personal development appraisals. They are required to complete annual health and suitability declarations and will all have had interviews, reference requests and DBS checks in place before joining the setting. Any students, work experience pupils, volunteers and parents without current DBS checks will not be left alone with the children at any time. Students will have been referred to us by their training organisation who will have implemented DBS checks.

Arrivals & departures of all adults are recorded in the register or in the visitors' book.

Description of the setting

Bobtails offers a welcoming, caring and secure environment where children will develop independence, responsibility, self-esteem and a concern for the needs of others.

Bobtails Montessori Nursery is privately owned. It opened in 2000 and operates from one room in a community building in Adversane, West Sussex. The current registered providers are Mr Stephen Wall, 21 Cintra Close, Reading, Berkshire, RG2 7AL, 07974353231 and Mrs Alexandra Openshaw, 54 Oakhill Road, Horsham, RH13 5LD, 07790296862.

Details of employees working with the children are held in the personal details folder in the lockable filing cabinet in the nursery. An Ofsted certificate of registration is displayed together with a nursery insurance certificate. Any changes in the address of the premises or registered providers will be notified to Ofsted within 14 days of any changes. Places are offered in accordance with Ofsted standards. Bobtails' nursery was the first setting in West Sussex to achieve the 'West Sussex Early Childhood Quality and Investors in Children Award' and provides care on Mondays to Fridays during term times.

The Montessori nursery serves families from the local rural area. There are currently 6 members of staff, all of whom hold appropriate Early Years qualifications. There is one apprentice currently working towards an NVQ level 2 in Early Years Care and Education. All staff are expected to continue their professional development with additional training. Certificates are available upon request. Bobtails is registered on the Early Years register and Ofsted. We support children with special educational needs and/or disabilities and also support children who speak English as an additional language. The setting is in receipt of funding for the provision of free entitlement to children aged two to five.

Children's and adults' arrivals and departures are recorded in the daily register or visitors book.

Bobtails' comprehensive policies make sure everyone knows what will happen in a given situation. Carefully planned procedures ensure children benefit from a consistent approach that gives them the comfort of an established routine. These policies and procedures are reviewed annually and if there is a problem or a change in legislation, staffing or children. Contributions from staff, parents and children are welcomed and valued.

All information regarding how the EYFS is delivered and the range of activities offered to children together with a full set of policies and procedures is available on the Bobtails website www.bobtailsmontessori.co.uk

Aims, Objectives and Principles of Montessori Education

Early childhood is a vitally important stage in a child's development as it lays the foundation on which future learning and understanding of life are built.

Our priority is to offer learning opportunities through active play and experiences to prepare children for success in their world. We will provide a link between home, school and the adult world.

We aim to provide a happy, secure and stimulating environment to allow children to develop physically, emotionally, intellectually, socially, morally and spiritually, each at their own pace without fear of failure. All areas of development and learning are interlinked and of equal importance. We will offer a range of experiences and activities to enrich and expand the child's understanding and appreciation of the world in which they live. We will encourage children to express themselves and their feelings, and help them to cope with any fears, anxieties or difficult experiences. We will treat each child equally respecting their individuality, preferences and abilities and to allow them to grow at their own pace. We offer opportunities for parental involvement in the development of each child.

Children are encouraged to work independently as well as in a group and to form friendships with both adults and other children. They learn to be sensitive to the needs and feelings of others and to behave appropriately within the guidelines of the classroom. This fosters independence, self-discipline, co-operation and an awareness of their own abilities and the strengths and weaknesses of others.

Children are guided by their teacher and learn by example how to behave and care for themselves and the world around them.

Only when a child is happy, confident and secure in their environment can a sound foundation for happy and successful learning be established. The Montessori curriculum provides an organised and structured environment that links all areas of learning and lays the basis for further knowledge. It is our responsibility to ensure the suitability of any adults who have contact with children at Bobtails and to promote good health; manage behaviour; and maintain records, policies and procedures.

Communication policy

At Bobtails we will work to develop a positive and productive relationship with parents, carers and outside agencies. We will work together to achieve the best outcome for every child in our care. All members of staff will be tutored in and expected to follow Montessori Principles and Ethos in parallel with the Early Years Foundation Stage Principles. Bobtails has a website and blog where information regarding information about children's activities can be seen. Newsletters and letters regarding specific activities will be sent home as appropriate. Communication through emails is encouraged. Some emails will be sent by Bobtails to all parents as a group mail out, for example the termly newsletter. Notices will be displayed in the classroom and any parents with language or literacy difficulties will be spoken to individually.

Communication between management, staff, pupils and parents

- ◇ At Bobtails although everyone's contribution is valued there is a hierarchy of practitioners and staff are expected to follow the chain of command. (Please see Bobtails Management Structure)
- ◇ Any sharing of information with parents or other members of staff will be through the Manager or the Senior and Qualified Practitioners after consultation with other practitioners and classroom assistants.
- ◇ Staff appraisals will be conducted annually by the manager in conjunction with staff.
- ◇ Some staff training will be through external briefings, courses, workshops and conferences. Other information and training will be disseminated to staff by the person or persons who have attended the relevant course.
- ◇ It is the responsibility of each member of staff to identify and request training according to their professional status and professional development needs.

Staff Training and Development Policy

- Bobtails will employ staff and supervisors who hold a relevant Early Years qualification or are working towards a recognised qualification.
- In some circumstances staff may be employed on the basis of experience and good references.
- All staff will undertake induction training before commencing work.
- We will support training financially and practically whenever it is clear that the training is beneficial and appropriate to our setting.
- Staff are required by the Education Authority to complete a statutory number of days training per annum (prorated for part time staff). This may be achieved through external short term courses or through in house training sessions. Payment for training days is at the discretion of the manager.
- The special interests and abilities of staff will be taken into account when determining the training programme for each year.
- Wherever possible we will use approved trainers registered with WSCC.
- Staff appraisals will be held annually or when requested by staff or manager.
- Staff will be observed annually or when requested by staff or the manager. The observations will be done by the manager or a peer and feedback given, in order to help staff to improve their practice.