

Matrix of Changes since January 2024 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.

Providers are responsible for ensuring they follow the current version of the framework for their provider type.

Section/Policy	Changes Made
Useful contacts and recommended reading	Replaced link to Arc Legal Employment Guide with link to Citation website
Safeguarding children and child protection policy (example)	<p>Updated definitions for safeguarding and promoting the welfare of children and child protection in line with the updated <i>Working Together to Safeguard Children</i></p> <p>Added: Understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families’ lives</p> <p>Replaced: ‘An NSPCC briefing (July 2021)’ with The NSPCC statistics briefing for 2024 has found neglect continues to be the most common form of abuse.</p> <p>Updated Internet Watch Foundation weblink: https://www.iwf.org.uk/en/uk-report/</p> <p>Replaced: ‘21 years and 3 months’ with ‘22 years’</p> <p>Added: The Equality Act 2010</p> <p>Updated: ‘Information sharing, DfE 2015’ with ‘Information sharing, DfE 2024’</p> <p>Added: Anti-terrorist hotline: 0800 789 321</p> <p>Minor word/grammar changes</p>
Absence Management Procedure (example)	<p>Added: Carer’s leave</p> <p>Employees have a ‘day-one’ right to take up to one week of unpaid carer’s leave per 12 months to provide or arrange for care for a dependant with a long-term care need.</p>

	<p>A dependant is a spouse, civil partner, child, parent, a person who lives in the same household as the employee or a person who reasonably relies on the employee for care.</p> <p>Long-term care is any illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age.</p> <p>This leave can be taken in single or half-days with a notice requirements of three days or double the length of leave requested, whichever is the longer.</p> <p>The leave cannot be refused but it can be postponed where it is reasonably believed that the operation of the nursery would be unduly disrupted if leave were taken at that time. However, the leave would have to be given within one month (on a date agreed after consulting with the employee) and a counter-notice served setting out the reason for the postponement and the new date the leave can be taken.</p> <p>Employees cannot be asked to provide proof of why the leave is required.</p> <p>Added: or has an abortion after 24 weeks (in very limited circumstances an abortion can take place after 24 weeks if the mother's life is at risk or the child would be born with a severe disability)</p> <p>Added: Additionally, an employee may take parental bereavement leave in the event of the death of an adopted child while on adoption leave or the death of a child while on shared parental leave. The amount of leave depends on the circumstances and the employer will seek legal advice regarding the employee's individual circumstances at the time of the bereavement.</p> <p>Minor word/grammar changes</p>
<p>Acceptable Internet Use Policy (example)</p>	<p>Removed: General Data Protection Regulation (Regulation (EU) 2016/679)</p>
<p>Access, Storage and Retention of Records Policy (example)</p>	<p>Added:</p> <p>Note from legal: <i>The timescales provided are based on typical limitation periods which in some circumstances may be extended. These are not specific NDNA recommendations. The Data Protection Act 2018 allows you to retain personal data as long as is reasonably necessary. As a business you should conduct a risk assessment, review any insurance policies and if</i></p>

	<p><i>necessary, take independent legal advice to determine timescales of retention that are appropriate for your business.</i></p> <p>Replaced throughout: '21 years and 3 months' with '22 years'</p>
Accidents and First Aid Policy (example)	<p>Replaced: '21 years and 3 months' with '22 years'</p> <p>Added: See the Food play policy for further details.</p>
Allergies and Allergic Reactions Policy (example)	<p>Added:</p> <p><i>*If a child has an accident that may require hospital treatment but not an ambulance and you choose to transport children within staff vehicles Citation advise you consider the following in your policy:</i></p> <ul style="list-style-type: none"> • <i>Request permission from parents</i> • <i>Maintain ratio requirements of the setting</i> • <i>Consider the age and height of the child, in regards to whether they will need a car seat. Further guidance can be found at www.childcarseats.org.uk/types-of-seat/</i> • <i>There are some exceptions for needing a child seat depending on the age of the child. Further guidance can be found at www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/#under-three</i> • <i>When fitting the car seat, check the individual has training in carrying this out</i> • <i>Check this transport is covered under business insurance, by calling your insurance company, or check if the staff member has business insurance on their vehicle</i> • <i>Ensure the child is effectively safeguarded, e.g. a designated member of staff appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise</i> • <i>Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded</i> <p><i>Plan emergency procedures, e.g. what will happen if the child's health begins to deteriorate during the journey.</i></p>
Animal Health and Safety Policy (example)	<p>Minor word/grammar changes</p>

Arrivals and Departures Policy (example)	Minor word/grammar changes
Bereavement Policy (example)	<p>Updated contact numbers for organisations</p> <p>Added: or has an abortion after 24 weeks (in very limited circumstances an abortion can take place after 24 weeks if the mother's life is at risk or the child would be born with a severe disability)</p> <p>Added: Additionally, an employee may take parental bereavement leave in the event of the death of an adopted child while on adoption leave or the death of a child while on shared parental leave. The amount of leave depends on the circumstances and the employer will seek legal advice regarding the employee's individual circumstances at the time of the bereavement.</p>
Caring for Babies and Toddlers Policy (example)	<p>Added: and Lullaby Trust</p> <p>Minor word/grammar changes</p>
CCTV Policy (example)	Minor word/grammar changes
Children's Well-being in the Nursery Policy (example)	Minor word/grammar changes
Complaints and Compliments Policy (example)	<p>Updated: Ofsted contact details for parents</p> <p>Minor word/grammar changes</p>
Conflict Resolution with Parents and Aggressive Behaviour Policy (example)	Minor word/grammar changes
Critical Incident Policy (example)	Minor word/grammar changes
Data Protection and Confidentiality Policy (example)	Removed: General Data Protection Regulation (Regulation (EU) 2016/679)
Dealing with Discriminatory	<p>Added:</p> <p>Note: The Act uses the term 'transsexual' which covers those who are 'transgender' or 'trans'.</p>

<p>Behaviour Policy (example)</p>	<p><i>When reviewing discrimination in the setting, seek specialist advice regarding recruitment and promotion processes, the use of toilet facilities, managing absences for transitioning employees, recording employee gender identity and chosen pronouns and correct information sharing for personal details. It is also recommended to plan how to address any questions or concerns raised by other employees or parents so that they are handled in a respectful and sensitive way.</i></p> <p><i>The Disclosure and Barring Service (DBS) offers confidential checks for trans applicants through the ‘sensitive applications’ route which excludes gender/name information from the certificate (https://www.gov.uk/guidance/transgender-applications).</i></p>
<p>Disciplinary Procedure (example)</p>	<p>Removed: ‘either personally or a person living in the same household as the registered provider, or a person employed in that household’</p>
<p>Equipment and Resources Policy (example)</p>	<p>Removed: <i>*Delete as appropriate</i></p>
<p>Family Friendly Policy (example)</p>	<p>Updated title: Pregnancy and Family Leave Policy (example)</p>
<p>Fire Safety Policy (example)</p>	<p>Added: of the week</p> <p>Clarified: The *deputy manager/*deputy fire marshal is appointed to oversee this role when the *manager/*designated fire marshal is absent.</p> <p>Added: ‘designated’ and removed ‘team leader’</p> <p>Clarified: account for all children against the register</p>
<p>Food Play Policy (example)</p>	<p>Added: Heat treated flour will be used, where appropriate, to reduce risk of infection</p> <p>Added footnote: https://www.food.gov.uk/safety-hygiene/raw-flour</p>
<p>GDPR Privacy Notice</p>	<p>Updated title: General Data Protection Regulation (GDPR) Privacy Notice</p>
<p>General Data Protection Regulation (GDPR) Privacy Notice</p>	<p>Updated title from: GDPR Privacy Notice</p> <p>Removed: ‘sexual life’</p> <p>Replaced: ‘data retention policy’ with ‘Access, storage and retention of records policy’</p>

<p>Grievance Procedure (example)</p>	<p>Removed: Date of ACAS Code of Practice document</p>
<p>Health and Safety – General Policy (example)</p>	<p>Added: Health and Safety at Work etc. Act</p> <p>Added: paediatric first aid (PFA) certificates</p> <p>Added: The certificate must be for a full 12 hour course</p> <p>Removed: ‘The 12 hour full PFA must be a full course and delivered consistent with the criteria set out in Annex A of the EYFS.’</p> <p>Added: To continue to be included in the ratio requirement the certificate must be renewed every three years.</p> <p>Minor word/grammar changes</p>
<p>Immunisation Policy (example)</p>	<p>Added: (see form below)</p>
<p>Immunisation Disclaimer Form</p>	<p>New form added</p>
<p>Inclusion and Equality Policy (example)</p>	<p>Added:</p> <p>Note: The Act uses the term ‘transexual’ which covers those who are ‘transgender’ or ‘trans’.</p> <p>When reviewing discrimination in the setting, seek specialist advice regarding recruitment and promotion processes, the use of toilet facilities, managing absences for transitioning employees, recording employee gender identity and chosen pronouns and correct information sharing for personal details. It is also recommended to plan how to address any questions or concerns raised by other employees or parents so that they are handled in a respectful and sensitive way.</p> <p>Added: Redundancy selection will take account of the legal protections from redundancy, as described below.</p> <p>Added footnote:</p> <p>Protection from redundancy</p> <p>We recognise that employees on maternity leave, adoption leave and shared parental leave must be given priority over other employees in being offered any suitable alternative employment should their existing role be made redundant. While these do not prevent the employee being selected for redundancy, it ensures that they have priority under these circumstances.</p>

	<p><i>Under maternity leave regulations, the protection against redundancy is from the point the employer is made aware of the pregnancy and up to 18 months after the birth of the child. For those on adoption leave, the redundancy protection is extended to 18 months from the date of the placement of the adopted child(ren).</i></p> <p><i>For employees taking less than 6 weeks shared parental leave, they are protected during their period of leave. Employees taking more than 6 continuous weeks of shared parental leave are protected for 18 months from the birth of the child or placement of the adopted child/ren.</i></p> <p><i>If the pregnancy ends and the employee is not entitled to statutory maternity leave then the protected period will end two weeks after the pregnancy.</i></p>
Late Collection and Non-Collection of Children Policy (example)	Minor word/grammar changes
Lone Working Policy (example)	Minor word/grammar changes
Manual Handling Policy	Minor word/grammar changes
Medication Policy (example)	<p>Added: <i>Note from legal: It may be useful to check conditions of liability insurance to see if there are any exclusions or requirements that need to be complied with.</i></p> <p>Minor word/grammar changes</p>
More Able and Talented Children Policy (example)	Clarified: <i>Effective transitions through providing relevant key information to the next provision.</i>
Multiple Birth Families Policy (example)	Minor word/grammar changes
No Smoking/Vaping Policy (example)	Removed: <i>*Delete as appropriate</i>
Nursery Operational Plan (example)	Removed: <i>*Delete as appropriate</i>
Nutrition and Mealtimes Policy (example)	Minor word/grammar changes
Online Safety Policy (example)	<p>Updated: <i>General Data Protection Regulation (GDPR) privacy notice</i></p> <p>Updated: <i>National Cyber Security Centre (NCSC)</i></p>

<p>Outdoor Play Policy (example)</p>	<p>Changed: 'Sun care' to Managing extreme weather</p> <p>Minor word/grammar changes</p>
<p>Personnel Policy (example)</p>	<p>Removed: <i>*Delete as appropriate</i></p>
<p>Physical Activity Policy (example)</p>	<p>New policy</p>
<p>Pregnancy and Family Leave Policy (example)</p>	<p>Updated title from: Family Friendly Policy (example)</p> <p>Updated 'Ordinary paternity leave (birth)' section: you are entitled to choose to take a single block of either one week or two separate blocks of one whole week each, of ordinary paternity leave</p> <p>Leave has to be taken in whole weeks and cannot be split into days.</p> <p>You cannot start your ordinary paternity leave until the child is born and the leave can be taken within 52 weeks of birth. You must give prior notice of your entitlement and intention to take leave by the 15th week before the EWC (or if this is not reasonably practical, as soon as is reasonably practical) but you do not have to give notice of the dates you intend to take leave until at least 28 days before that period of leave is due to start.</p> <p>Updated 'Ordinary paternity leave (adoption)' section: you are entitled to choose to take a single block of either one week or two separate blocks of one whole week each, of ordinary paternity leave</p> <p>Leave has to be taken in whole weeks and cannot be split into days.</p> <p>Notice of actually taking the leave must be provided 28 days before each period of leave by employee.</p> <p>Notice of entitlement must be provided to the employer within seven days of the employee receiving notification that they have been matched with a child for adoption. This notice must be in writing and should include the date of notification of being matched with a child, when the placement is expected to start or has started, whether they have or will have responsibility of child's upbringing; and whether they are married to, civil partner of or partner of child's main adopter.</p>

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Sleep Policy (example)	Added: Transferring a baby/child who is brought into nursery while sleeping to a safe sleeping surface to complete their rest
Respectful Intimate Care Policy (example)	Removed: <i>*Delete as appropriate</i>
Special Consideration for Employees Policy (example)	<p>Added: Transgender (transexual) employees If an employee proposes to change their gender, has started to do so or has already done so, they are protected by the Equality Act (changing gender does not have to include medical processes or intervention).</p> <p>When reviewing special considerations for transgender employees, we will seek specialist advice and liaise directly with the employee regarding their requirements. For example, we enable employees to inform us of their preferred gender and pronouns, we enable trans employees to select the toilet facilities appropriate to the gender in which they present and we treat absence for transitioning in line with our general absence procedures.</p>
Special Educational Needs and Disabilities (SEND) Policy (example)	Clarified: We will also undertake the Early years Foundation Stage Profile (EYFSP) assessment
Staff Development and Training (example)	Minor word/grammar changes
Staff Well-being Policy (example)	<p>Added: Flexible working requests Employees are able to request flexible working from day one of their employment and they can make two flexible working requests in any 12 month period.</p> <p>Minor word/grammar changes</p>

Student Policy (example)	Removed: <i>*Delete as appropriate</i>
Supervision of Children Policy (example)	Removed: <i>*Delete as appropriate</i> Added: Whilst eating, every child will be within sight and hearing of a suitably competent member of staff; there will always be a member of staff in the room with a valid paediatric first aid certificate
Supervision of Visitors Policy (example)	Removed: <i>*Delete as appropriate</i>
Visits and Outings Policy (example)	Removed: <i>*Delete as appropriate</i> Added: <i>Note from legal: It may be useful to check conditions of liability insurance to see if there are any exclusions or requirements that need to be complied with.</i> Clarified: <i>Mobile phone and electronic device use policy</i> Minor word/grammar changes
Volunteers Policy (example)	Added: <i>Note from legal: It may be useful to check conditions of liability insurance to see if there are any exclusions or requirements that need to be complied with.</i>
Working with Display Screen Equipment Policy (example)	Clarified throughout: including working on a computer, laptop or tablet. Added: Having a separate keyboard and mouse
Young Worker Policy (example)	Minor word/grammar changes
Single Central Record (SCR) (example)	Removed: 'Check the guidance for suitability checks relevant for all staff and adults involved in the setting and add relevant checks to the record, as required. https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills/inspecting-safeguarding-in-early-years-education-and-skills ' Added: Check the EYFS statutory framework 'Suitable people' section for required checks and add them to the record below.