

## **Policies and Procedures**

### **Review and Implementation**

#### **Introduction**

Eckington Under Fives Pre-school recognises its duty to safeguard children and follow the 2017 EYFS Statutory guidance to ensure we provide the very best care. This policy will ensure that we review our policies and procedures regularly, taking into consideration changes in legislation. It will also help us to ensure all policies and procedures are implemented correctly by staff, learners and volunteers ensuring consistency throughout the provision.

#### **The Aims of the Eckington Under Fives Pre-school policies and Procedures Review and Implementation policy is to:**

- Ensure that all staff, learners and volunteers are aware of the content of the settings Policies and Procedures through;
  - Induction
  - Staff meetings and supervisions
  - Training
  - Accessibility of documents
  - Contributing to the review process
- Ensure all policies are workable documents and implemented correctly by all staff, learners and volunteers. The policies should be clear, specific and easily understood.
- To ensure that all members of staff are aware of their role and responsibility in policy and procedure implementation and understand how they contribute to a consistent approach throughout the setting.
- Ensure changes in legislation are reflected in Eckington Under Fives Pre-schools Policies and Procedures.
- To ensure Policies and Procedures are reviewed as changes in legislation occur and then reviewed fully in August 2018 in readiness for the next Pre-school year.

#### **Review and Implementation**

- Policies and procedures are maintained and reviewed annually in July/August by the Management team.
- Policies and procedures are risk assessed and reviewed by Manager and Committee following any incident that is reportable under RIDDOR.
- Disciplinary action may be taken where individuals have disregarded policies and procedures.

#### **Familiarisation and implementation**

- It is the responsibility of every member of staff, learner, and volunteer within a setting to adhere to and implement the policies and procedures at all times.
- An overview of policies and procedures is included in induction for individual members of staff, with specific emphasis given to safeguarding procedures.

- Members of staff must sign to say that they have read and understood the policies and procedures, using the form contained within the introduction and contents pages.
- Members of staff know how to access the policies and procedures for reference as they support all aspects of their work within the setting.
- Staff meetings and in-house training events are used as opportunities to focus on policies and procedures as required, and to discuss their implementation.
- Where there is an outbreak of a communicable disease or infection, the relevant procedure is photocopied and displayed for parents' reference during the outbreak.
- Other procedures may be displayed (as above) where a situation arises, for example to highlight health and safety concerns such as parents letting themselves out of the building without a member of staff present or to remind parents to sign their child in and out of the setting.
- Following an implementation of a Policy and Procedure such as a Health and Safety Procedure a review must be undertaken by the Manager to establish whether;
  - Did all members of staff follow the procedure?
  - Is further training required to ensure implementation?
  - Did the procedure fit the purpose, does it need adapting or changing?

**Parents**

- A set of policies is displayed for parents in the foyer.
- Parents know how to access the full set of policies and procedures, and can do so at any time.
- Committee meetings are used as opportunities to explain and discuss the implementation of the policies and procedures.

**Legal Framework:**

- Childcare Act (2006)
- Education Act (2011)
- Statutory Framework for the Early Years Foundation Stage (2017)
- Working together to safeguard children (2015)
- Equality Act 2010

<b>This policy was written by Maria Smith and Donna Saunders on 9<sup>th</sup> November 2017</b>	
<b>Approved by Eckington Under Fives Committee</b>	
<b>Name:</b>	<b>Position:</b>
<b>Date:</b>	<b>Signature:</b>