



Policies and Procedures Implementation and Review

Introduction

This policy outlines our commitment to ensuring that our policies and procedures are effectively implemented and regularly reviewed to maintain compliance with the current requirements of the Early Years Foundation Stage (EYFS).

Aim

To maintain a single, cohesive set of policies and procedures that are consistently applied across the pre-school, ensuring alignment with EYFS requirements and other relevant legislation.

Objectives

We achieve this by:

- Ensuring all staff, trustees, volunteers, and students understand their roles and responsibilities in implementing policies and procedures.
- Familiarising staff with policy content through:
 - Induction processes.
 - Staff meetings and training sessions.
 - Ongoing feedback and contributions to policy reviews.
 - Utilization of relevant publications and guidance.
- Promoting adherence to policies and procedures to foster a consistent approach across the organisation.

Implementation and Review Procedure

- Policies and procedures are reviewed annually.
- Reviews are conducted by the administrator, deputy, and manager, with final approval by the Board of Trustees, particularly where a risk assessment indicates necessary amendments.
- Risk assessments and reviews are triggered following any incident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Disciplinary action may be taken against individuals who disregard established policies and procedures.

Familiarisation and Implementation

- All staff, volunteers, and students within the setting must:
 - Adhere to and implement policies and procedures at all times.
 - Receive an overview of policies and procedures during their induction, with specific emphasis on safeguarding procedures.
 - Sign an acknowledgment confirming their awareness of and commitment to adhere to current policies and procedures.
 - Refer to procedures as they support all aspects of their work within the setting.
- The Pre-school Manager:
 - Provides advice and support to staff regarding procedure implementation.
 - Facilitates staff meetings and in-house training events focused on discussing and reinforcing procedures.
- In the event of 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 needed to highlight immediate health and safety concerns, such as securing gates or emergency protocols.

Review of Procedures

Following the implementation of a procedure (e.g., emergency evacuation or health and safety procedures), the Pre-school Manager reviews the process with these key questions:

1. Did all members of staff follow the procedure?
2. Is further training required on any aspect of implementation?
3. Did the procedure fit the circumstances? Does it need adapting or changing?

Actions taken include:

- Include feedback from staff and trustees in the review process, identifying opportunities for procedural improvement.
- Share findings from the review with the Board of Trustees and staff to foster a culture of continuous improvement.

Communication with Parents

- Parents are informed about how to access a full set of policies and procedures through the following:
 - The pre-school website.
 - The Family platform.
 - Email upon request.
- Parents are notified when changes are made to any policies and procedures.

Legislation and Guidance

This policy complies with the following:

- Childcare Act (2006)
- Education Act (2011)
- Children Act (1989 & 2004)
- Equality Act (2010)
- Data Protection Act (2018)
- Special Educational Needs and Disability (SEND) Code of Practice (2015)
- Health and Safety at Work Act (1974)
- Safeguarding Vulnerable Groups Act (2006)
- Early Years Foundation Stage (EYFS) Statutory Framework (2023)

Acknowledgment

All members of the Houghton and Wyton Pre-school community, including staff, trustees, volunteers, parents and carers, are required to acknowledge that they have read and understood this policy. By doing so, they agree to adhere to its principles and contribute to a safe and supportive environment for all.