

## 00 Introduction

### 00.03 Implementation and review procedure

We have one set of policies and procedures which are consistent across our provision and in line with the current EYFS requirements.

- Policies and procedures are written and reviewed annually.
- Changes are made to the policies and procedures by the pre-school manager, administrator and senior members of staff.
- Policies and procedures are risk assessed and reviewed 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, volunteer and student within the pre-school to adhere to and always implement the policies and procedures.
- The pre-school manager offers advice and support to staff regarding procedure implementation.
- 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 are aware of and will adhere to the current policies and procedures.
- Members of staff understand that they must refer to the procedures as they support all aspects of their work within the pre-school.
- Staff meetings and in-house training events are used as opportunities to focus on procedures as required and to discuss their implementation.
- Where there is an outbreak of a communicable disease or infection, the relevant procedure will be brought to the attention of the parents for reference during the outbreak.
- Procedures may be displayed where a situation arises, for example, to highlight health and safety concerns such as closing the gate.
- Following implementation of a procedure, such as emergency evacuation or other health and safety procedures, the pre-school manager will conduct a review as follows:
  - did all members of staff follow the procedure?
  - is further training required on any aspect of implementation?
  - did the procedure fit the circumstance; does it need adapting or changing?

## **Parents**

- Parents know how to access a full set of policies and procedures.
- Parents are encouraged to give feedback on the policies and procedures.

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