



# Claydon Pre-school

## 0. Policies and procedures implementation and review

### 0.0 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 as necessary.
- Changes are only made to the policies and procedures by the owners/directors/trustees in liaison with the management team where risk assessment has indicated that this is required.
- 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 setting to adhere to and always implement the policies and procedures.
- The management team 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 setting.
- 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 is photocopied and displayed for parents' reference during the outbreak.
- Other 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 management team 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.
- Parent forums are used as opportunities to explain and discuss the implementation of the policies and procedures.