

Maintaining Policies and Procedures

November 2023

Policy statement

We ensure all policies and procedures reflect the latest guidance from Ofsted, the Early Years Alliance, the EYFS, Local Safeguarding Board, and other stakeholders, and that policies can be amended quickly and easily with an appropriate audit trail.

We aim to:

- incorporate all guidance from Ofsted and other stakeholders within a reasonable time period of its issue;
- maintain an audit trail of all changes required to policy or procedure within the policy/procedure documentation, such that changes in versions can be quickly identified;
- use the Preschool Management Committee to sign-off only those changes that are deemed 'material', i.e. have a fundamental change to the operation of the Preschool.

Procedures

Policies will be 'baselined' and signed off as correct as of 24th April 2018, reflecting all previous changes prior to this date as deemed appropriate by the Committee and Preschool Management.

- Minor amendments to policies after this date will be made by the Preschool Manager or Business Manager using version control to document:
 - the changes made;
 - the date the changes were made;
 - a reason for why they were made;
 - who made the change.

- Notification of all minor amendments will be made at the next committee meeting for information only.
- Material amendments to policies after this date will be brought to the Pre-school Committee for discussion purposes.
- Notification of material amendments will be communicated:
 - to all staff, who will be required to confirm that they have read the latest version.
 - to all parents & carers, via the website as necessary.
- All policies (except those relating to Staff) will be displayed on the website, and hardcopy versions will be stored in the setting.
- All policies will be reviewed on an annual basis. In all cases they will be updated as required outside of this review cycle, when notification is received on an update to the 'template' policies provided by the Local Authority. This cycle will commence with the 20/21 Academic year.

Version	Changes made	Author	Date	Review Date
1.0	Baseline version	H Clarke	14 th October 2020	September 2021
1.1	Review – no changes	H Clarke	20 th September 2021	September 2022
1.2	New Logo	H Clarke	16 th November 2022	September 2023
1.3	Review – changed to say that all policies will be reviewed annually alongside the safeguarding ones provided by the LA.	H Clarke	November 2023	September 2024