



Policy Implementation and review procedures

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 reviewed at least annually.
- Changes are made to the policies and procedures by the setting manager, in liaison with the trustees, where risk assessment or other reasons indicate 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, agency worker, volunteer and student within the setting to adhere to and implement the policies and procedures.
- The setting manager offers advice and support to staff regarding procedure implementation.
- An overview of vital policies and procedures is included in induction for individual members of staff, with specific emphasis given to safeguarding 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 training events are used as opportunities to focus on procedures as required, and to discuss their implementation.
- Following implementation of a procedure, such as emergency evacuation or other health and safety procedures, the setting 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/carers can access our full set of policies and procedures digitally on our website at acornwelwyn@gmail.com or paper based copies are available within the setting and can be located in our Policy and Procedures file.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023