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 annually **as a minimum or when there is a change in practice or legislation.**
* Changes are only made to the policies and procedures by the trustees of **Priorslee Pre-School** in liaison with the setting manager 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, volunteer and student (hereon referred to as staff for clarity), within the setting to adhere to and always implement the policies and procedures.
* The setting 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 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 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 know how to access a full set of policies and procedures.
* Parent/carer forums (if in place) are used as opportunities to explain and discuss the implementation of the policies and procedures.