

24. Policy on Reviewing and Updating of Policies

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Jan 2014	First adopted	Cttee	Dropbox.com Website	
V2.0	Jun 2015	Reviewed	S Huxley-Reynard	Dropbox.com Website	Jun 2016
V3.0	Nov 2017	Update wording on reviews & version controlled	K Coupe & S Huxley-Reynard	Dropbox.com Website	2019/20
V4.0	2 Nov 2020	Reviewed	A Pearson	Dropbox.com Website	Nov 2021

An index of policies¹ shall be kept that lists the current set of policies and procedures to which North Nibley Pre-school is to work². Each policy and procedure shall clearly state when it was last reviewed, by whom and when it is next due to be reviewed. All policies and procedures are written in line with the Pre-school's Version Control (No 30.) Policy.

Each policy and procedure shall be reviewed and amended where necessary every two years as a minimum – this is the Committee's responsibility. However, those policies and procedures that are key to Ofsted, the Early Years Foundation Stage or the Charity Commission, will be reviewed annually.

Policies that name individuals for particular responsibilities within shall be reviewed whenever any member of staff or Committee leaves the setting to ensure that an appropriate individual remains correctly named in the policy.

Changes that may be required to a policy and procedure:

- Changes in legislation relevant to childcare;
- other mandatory updates/amendments;
- requests from parents or staff; and
- service developments that involves a change in structure and, therefore, impacts on current policies.

As a matter of course, the Pre-school ensures that key websites, eg. Ofsted, Charity Commission etc, are regularly monitored so that any information pertinent to early years is incorporated into relevant policies and procedures.

It is the Committee's responsibility to agree a process of informing all staff and parents of any new policies and procedures and any updates to existing ones. This process should be recorded in the Committee minutes.

¹ List of policy version (date & year)

² Saved on Dropbox.com