

## 24. Policy on Reviewing and Updating of Policies and Procedures

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
V5.0	27 Jan 2023	Reviewed and updated • Inclusion of “Associated Policies & Procedures” section as per Safeguarding Audit 2022 section 175/157	K Coupe	Dropbox.com Website	Feb 2025

An index of policies<sup>1</sup> shall be kept that lists the current set of policies and procedures to which North Nibley Pre-school is to work<sup>2</sup>. 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 document<sup>3</sup>.

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

The Committee has delegated the responsibility for ensuring that the setting’s policies and procedures are up to date to staff. With the exception of four documents that remain within the remit of the Committee.

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.

<sup>1</sup> Policy Index List (academic year)

<sup>2</sup> Saved on Dropbox.com

<sup>3</sup> See No 30 Version Control

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.

### **Notification of changes**

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 is completed as follows:

- documents that have been changed/written are ratified by a Committee member and this is recorded in the Committee minutes termly;
- the Administrator is responsible for ensuring that the updated documents (pdf versions) appear on the Pre-school's website<sup>4</sup>;
- the Administrator ensures that staff are aware of the changes, particularly Early Years staff, and emails them a pdf version for information;
- Early Years staff regularly discuss a selection of policies and procedures at their staff meetings;
- prior to the start of the Pre-school year, ie. in August, the Administrator emails parents/carers a list of the setting's policies and procedures together with a hyperlink to the relevant section on the website;
- the setting's Welcome Pack includes a reference to a number of essential documents for any prospective new parent/carer;
- occasionally during a pre-school year an update or new policy will be circulated to parents/carers, eg. No 26 Payment of children's invoices

### **Associate Policies & Procedures**

- 30 Version control

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<sup>4</sup> [www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)