



Harvey Bears Nursery and Preschool

Implementation and Review Procedures

Date of last review	September 2026
Signature of registered provider	<i>C. Hall</i> Committee Chair

- We have one set of policies and procedures which are consistent across our provision and in line with EYFS requirements.
- Policies and procedures are readopted annually.
- Changes to Policies and Procedures are only made by the Manager and DSL, in liaison with the committee where risk assessment or other reasons dictate it is necessary.
- Policies and Procedures are risk assessed and reviewed following any incident that is reportable under RIDDOR.
- Disciplinary action may be taken where individuals have disregard to policies and procedures
- It is the responsibility of every member of staff, agency worker, volunteer, and student within the setting must adhere to, and always implement the policies and procedures.
- The setting manager offers advice and support to staff regarding policy and 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 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.
- Where there is an outbreak of contagious disease or infection the relevant procedure is photocopied and communicated to parents.
- Following implementation of a procedure, such as emergency evacuation or other health and safety procedures, the setting manager will conduct a review as follows,
 1. Did all members of staff follow the procedure?
 2. Is further training required on any aspect of implementation?
 3. Did the procedure fit the circumstance, does it need adjusting, adapting or changing?

Parents

Policies and Procedures for the EYFS 2024 (Early Years Alliance 2024)

Parents know how to access a full set of policies and procedures.

Famly is used as opportunities to explain and discuss the implementation of the policies and procedures.

Local Reference Childcare Act 2006, Education Act 2011

Policy Review

These policies and procedures are a working document and can be added to and changed as and when necessary.

This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.