Harvey Bears Nursery and Preschool

Introduction
Implementation and Review Procedures

Date of last review	September 2026
Signature of registered provider	*C. Hall* Committee Chair

Policies and procedures help us provide high-quality childcare that complies with the Early Years Foundation Stage 2026 (EYFS) statutory framework and other applicable laws, frameworks, and guidance. They explain to staff, volunteers, committee members and parents the childcare we offer and how we deliver it. The EYFS requires Harvey Bears Nursery and Pre-school to have written policies and procedures, train staff at induction to understand and implement them, and ensure they are accessible and clearly explained to parents.
The EYFS sets out the learning and development, assessment, and safeguarding and welfare requirements for all early year's providers on the Early Years Register. These requirements help children learn and develop well while staying safe and healthy.

Introduction

- We use a single set of policies and procedures across our provision, consistent with the statutory requirements of the Early Years Foundation Stage 2026.
- At the start of each academic year, we review our policies and procedures, update them as needed and formally re-adopt them.

Reviews and Updates

- When risk assessments or other circumstances call for changes, the Manager and Admin revise policies and procedures in consultation with the DSL and/or the committee.
- Policies and Procedures are risk assessed and reviewed following any incident that is reportable under RIDDOR.
- We also revise policies and procedures in response to changes in relevant laws, guidance and frameworks to maintain compliance and best practice.

Implementation

- The setting manager offers advice and support to staff regarding policy and procedure 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.
- All staff are required to read and understand the policies and procedures as part of their induction, 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 provide opportunities to discuss procedures as needed.
- Employees who disregard policies and procedures may face disciplinary action.

- 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 in any aspect of implementation?
    - Did the procedure fit the circumstance, does it need adjusting, adapting or changing?

- Copies of policies and procedures should always be available to prospective and new parents, staff, and committee members. They are also published on the Harvey Bears website.
- It should be explained to all parents, staff, and committee that the policies contain the rules required for running the setting in a way which complies with the requirements of the EYFS and OFSTED registration and must be adhered to.
- During an outbreak of contagious disease or infection, the relevant procedure is photocopied and shared with parents.

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.